Online Faculty System

A DAC Secretary's User Manual

Julie Patenaude

1/5/2015

This document is a step-by-step guide to the Online Faculty System for DAC Secretaries.

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How to Register as a DAC Secretary

1. Go to the front page of the website (https://facultyonline.churchofengland.org). **N.B.** The picture scrolls and so may be different when you open the web page.

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Online Faculty System
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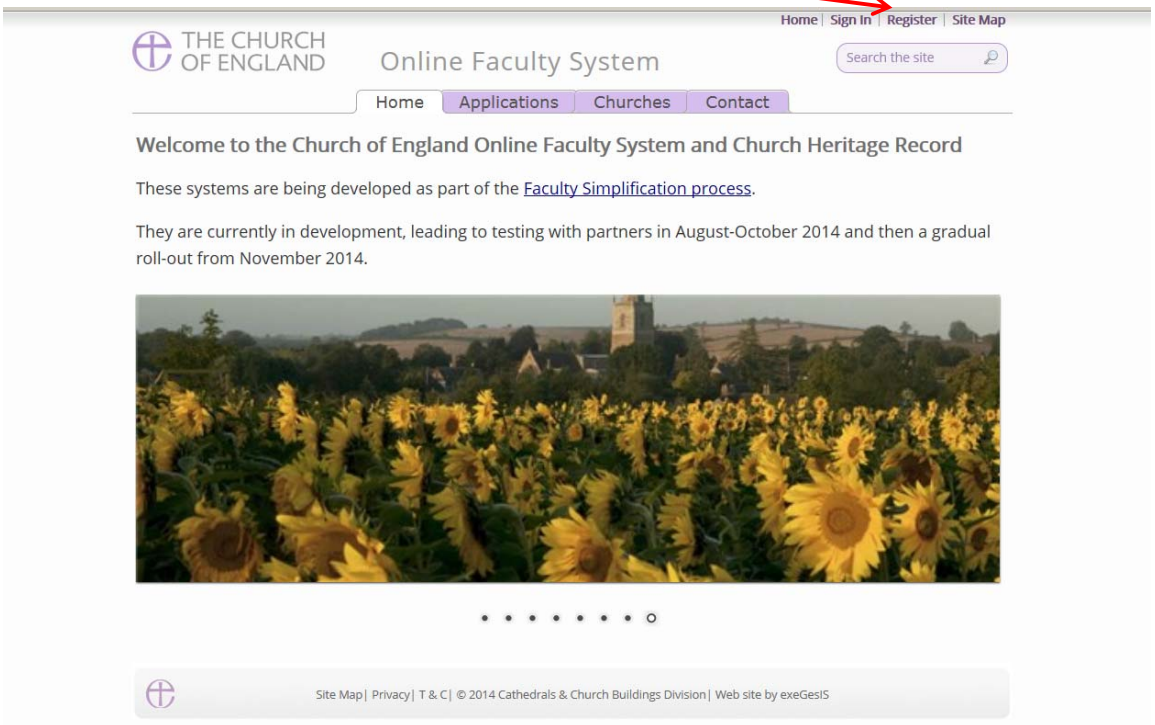
2. Click on **Register**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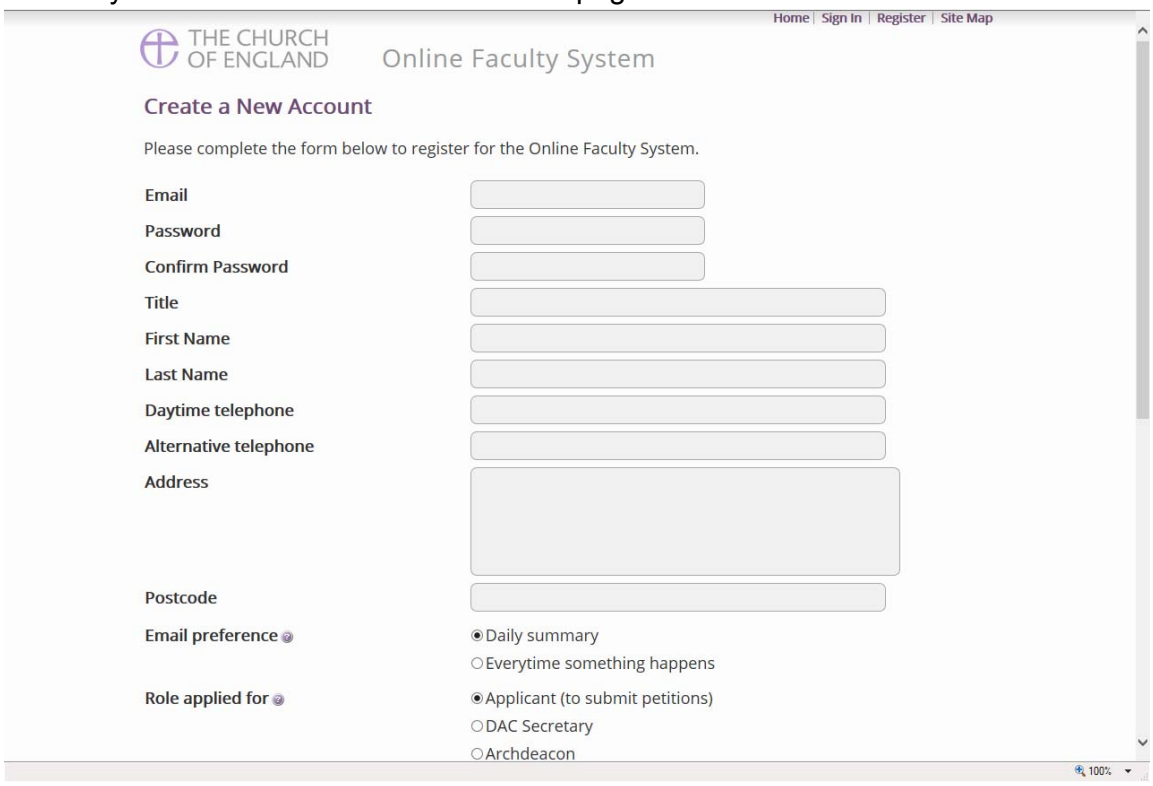
3. This will take you to the **Create a New Account** page.



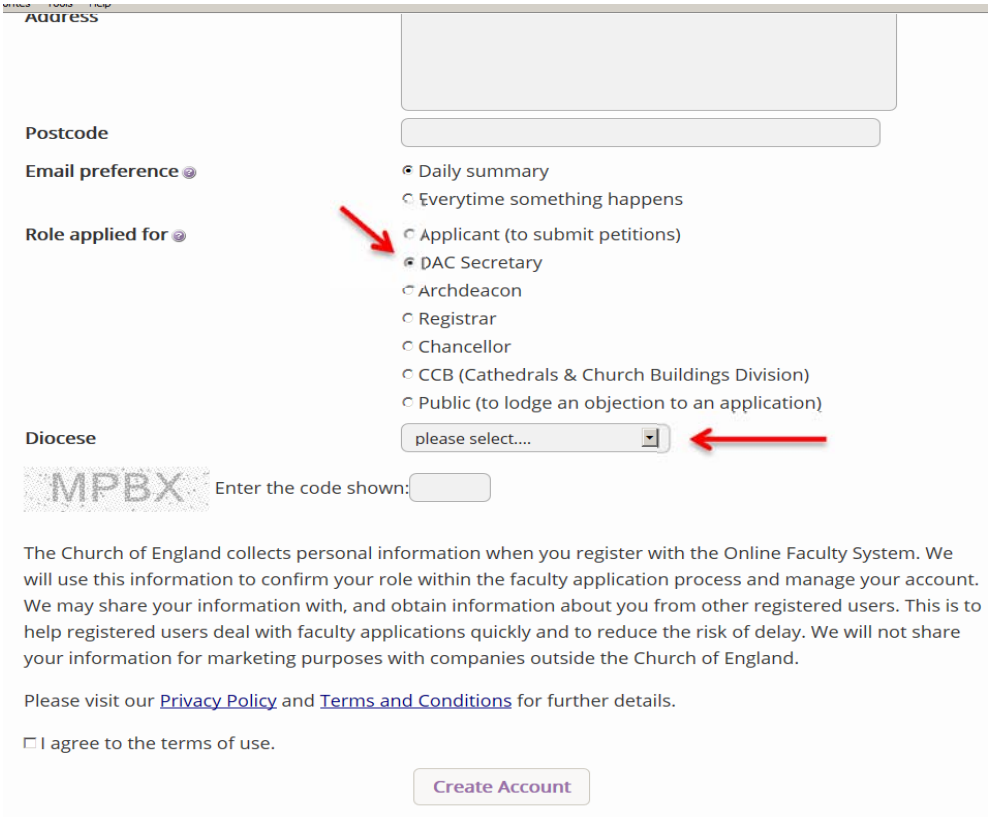
4. Choose the most suitable email address. This is likely to be your work email.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications in your diocese:

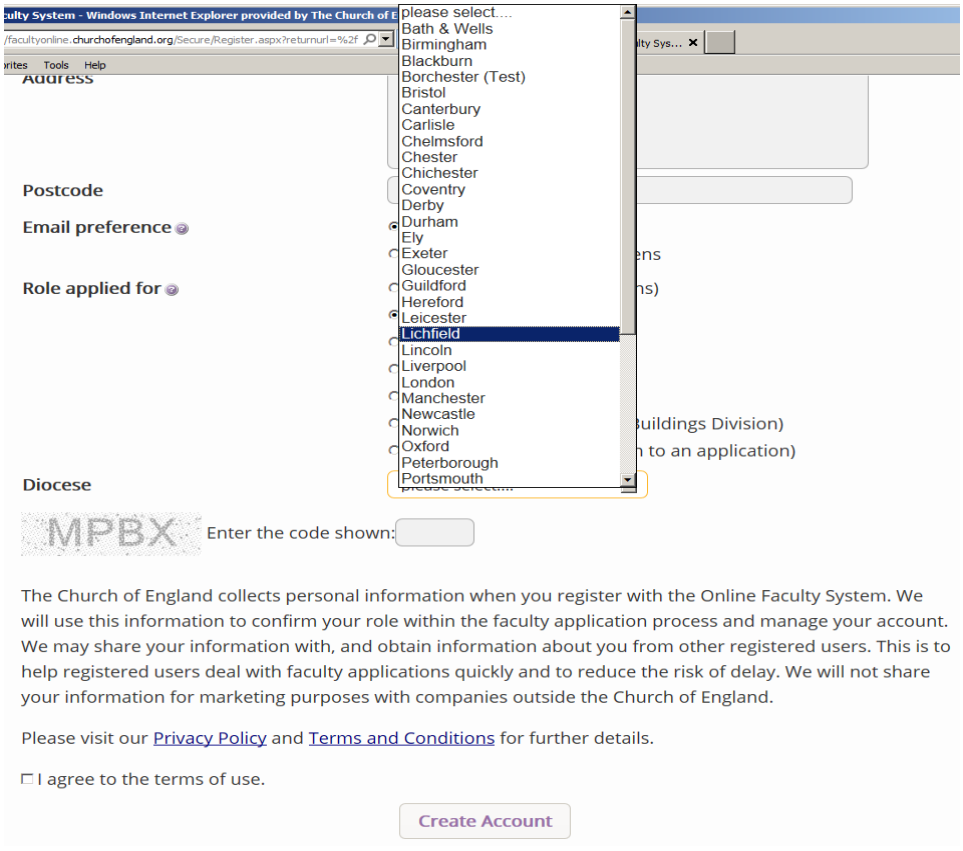
    a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)
    Or
    b. **Every time** something changes

7. Select the **role** for which you wish to register (in this case DAC Secretary).

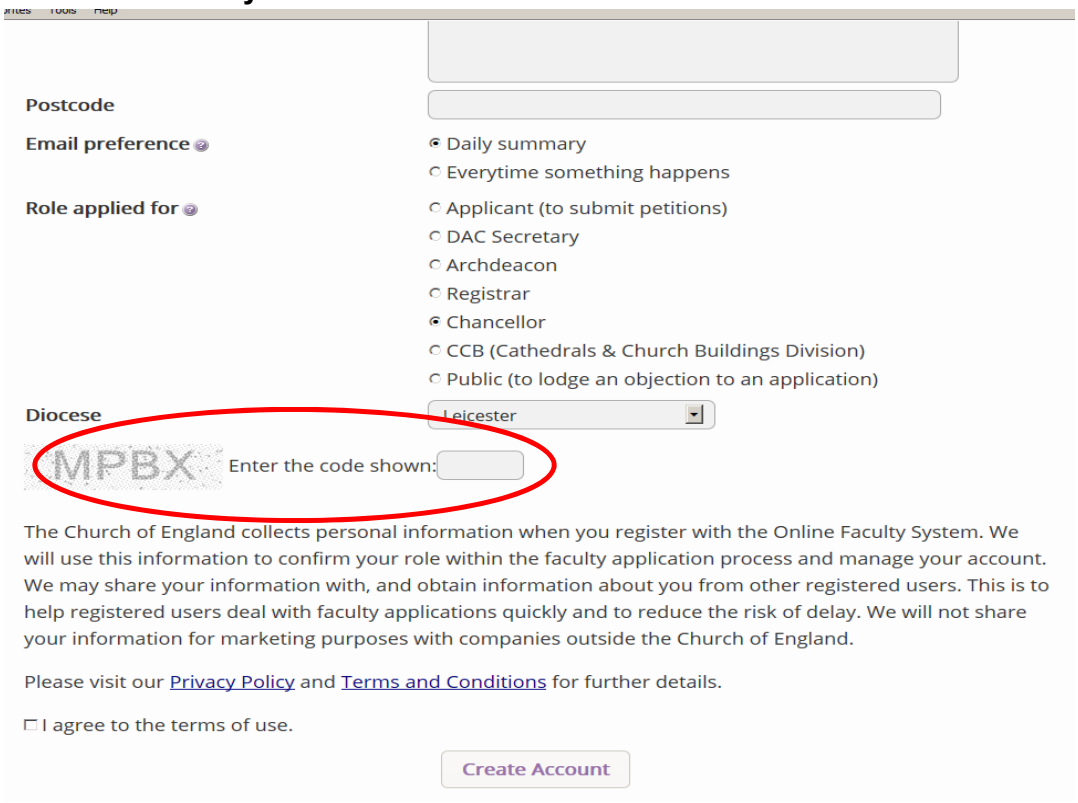
8. When you select **DAC Secretary** and scroll down, you'll get a drop down menu from the Diocese field:


Address
Postcode
Email preference
Daily summary
Everytime something happens
Role applied for
Applicant (to submit petitions)
DAC Secretary
Archdeacon
Registrar
Chancellor
CCB (Cathedrals & Church Buildings Division)
Public (to lodge an objection to an application)
Diocese
please select....
MPBX
Enter the code shown:
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.
Please visit our Privacy Policy and Terms and Conditions for further details.
I agree to the terms of use.
Create Account

9. Select **your diocese:**



10. Enter the **security code** as it is shown:


Postcode
Email preference
Daily summary
Everytime something happens
Role applied for
Applicant (to submit petitions)
DAC Secretary
Archdeacon
Registrar
Chancellor
CCB (Cathedrals & Church Buildings Division)
Public (to lodge an objection to an application)
Diocese
Leicester
MPBX
Enter the code shown:
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.
Please visit our Privacy Policy and Terms and Conditions for further details.
I agree to the terms of use.
Create Account

11. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.

12. Click on **Create Account**

13. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

14. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.

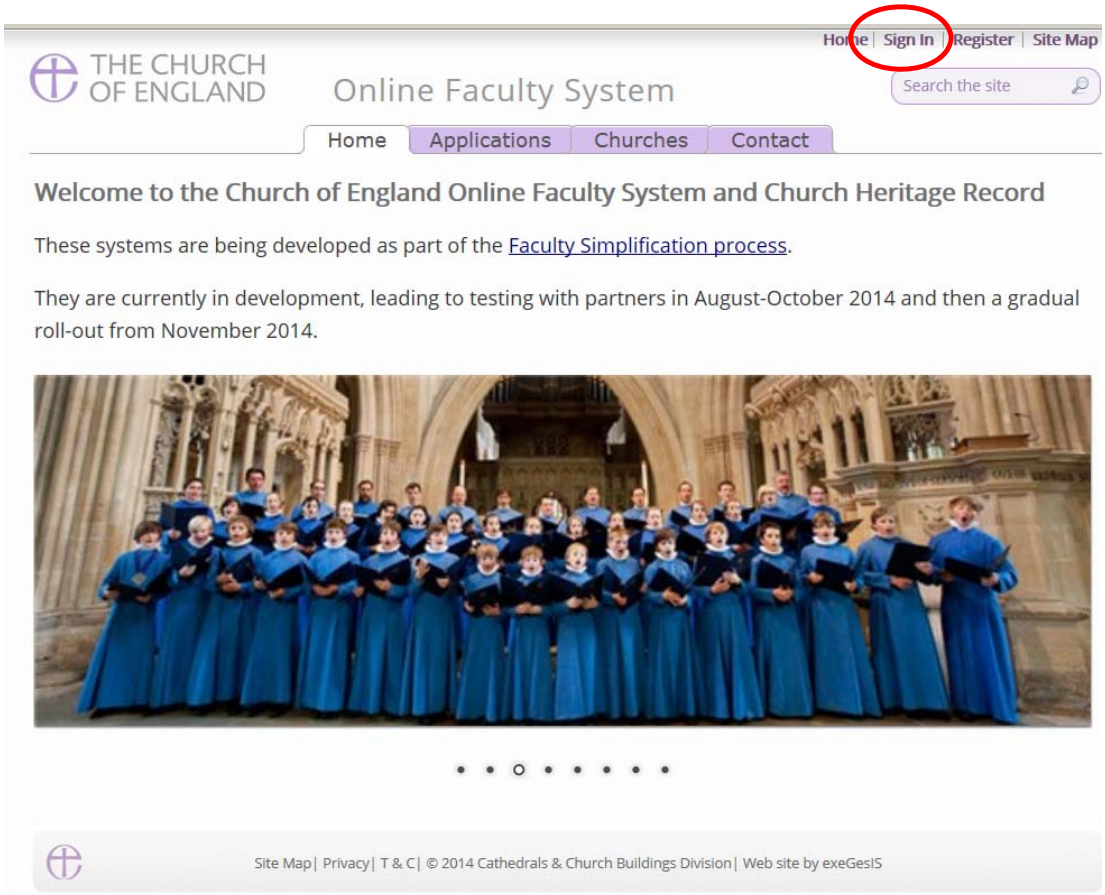
15. The CCB will then be asked to approve your registration.

    N.B. The CCB will need to check against their records to verify that you are a DAC Secretary. If not, you will be contacted to check the details of your registration.

16. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at https://facultyonline.churchofengland.org/Secure/Login.aspx

Signing In and Out of the Online System

1. Go to the main website https://facultyonline.churchofengland.org and click on **Sign In**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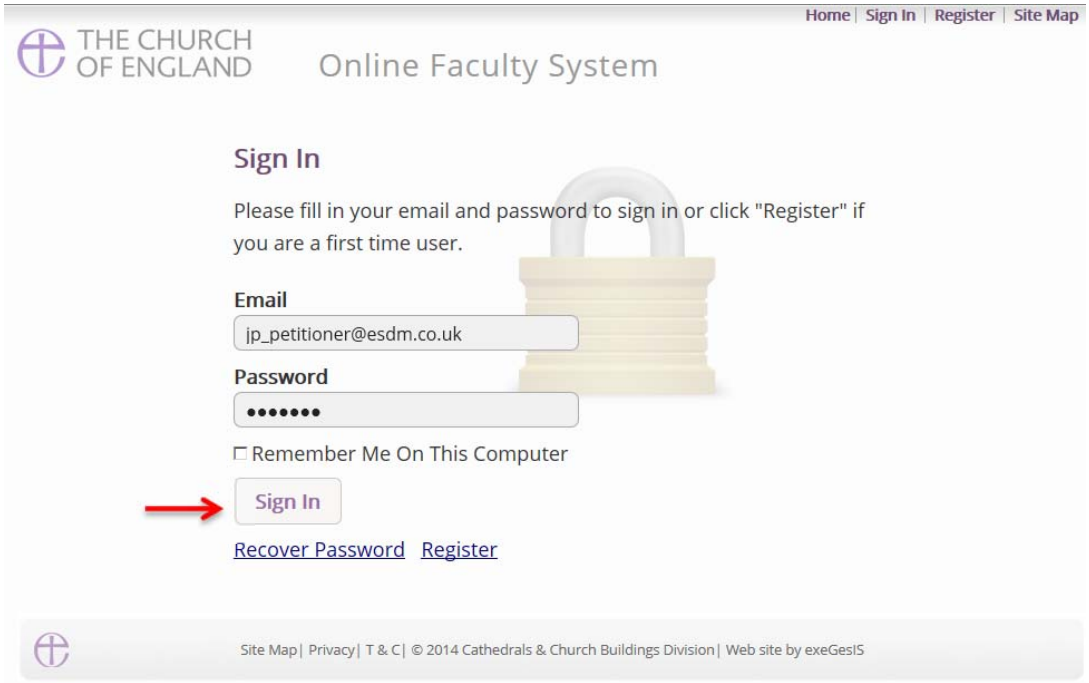
2. Enter your **email** address and **password**, and click **Sign In**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THE CHURCH OF ENGLAND
Online Faculty System
Sign In
Please fill in your email and password to sign in or click "Register" if you are a first time user.
Email
jp_petitioner@esdm.co.uk
Password
Remember Me On This Computer
Sign In
Recover Password
Register
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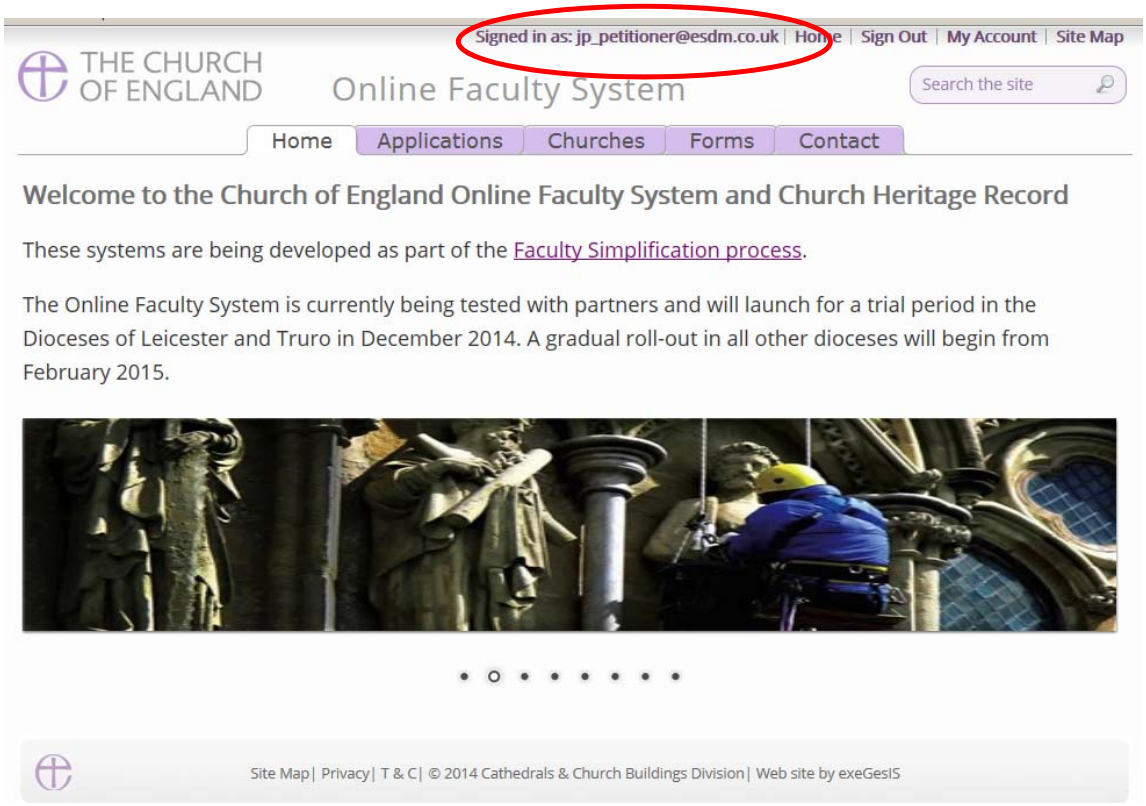
2.1 If you tick the box “Remember Me on This Computer” you will remain signed into the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
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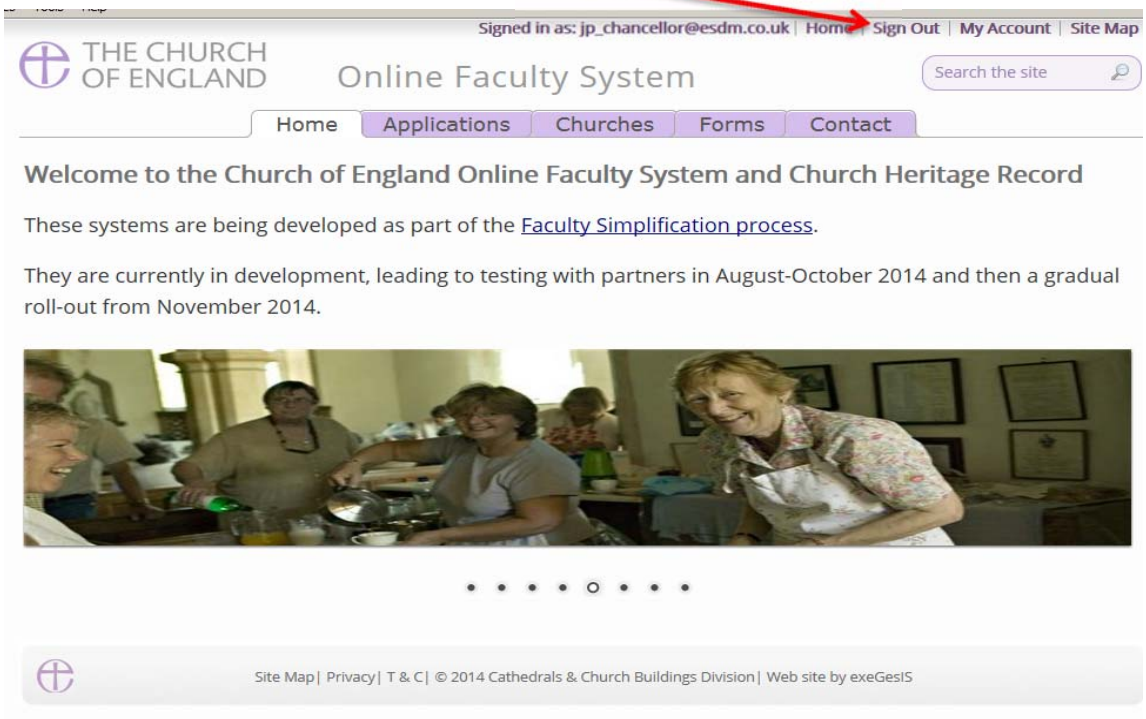
4. To exit the system, click **Sign Out**.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
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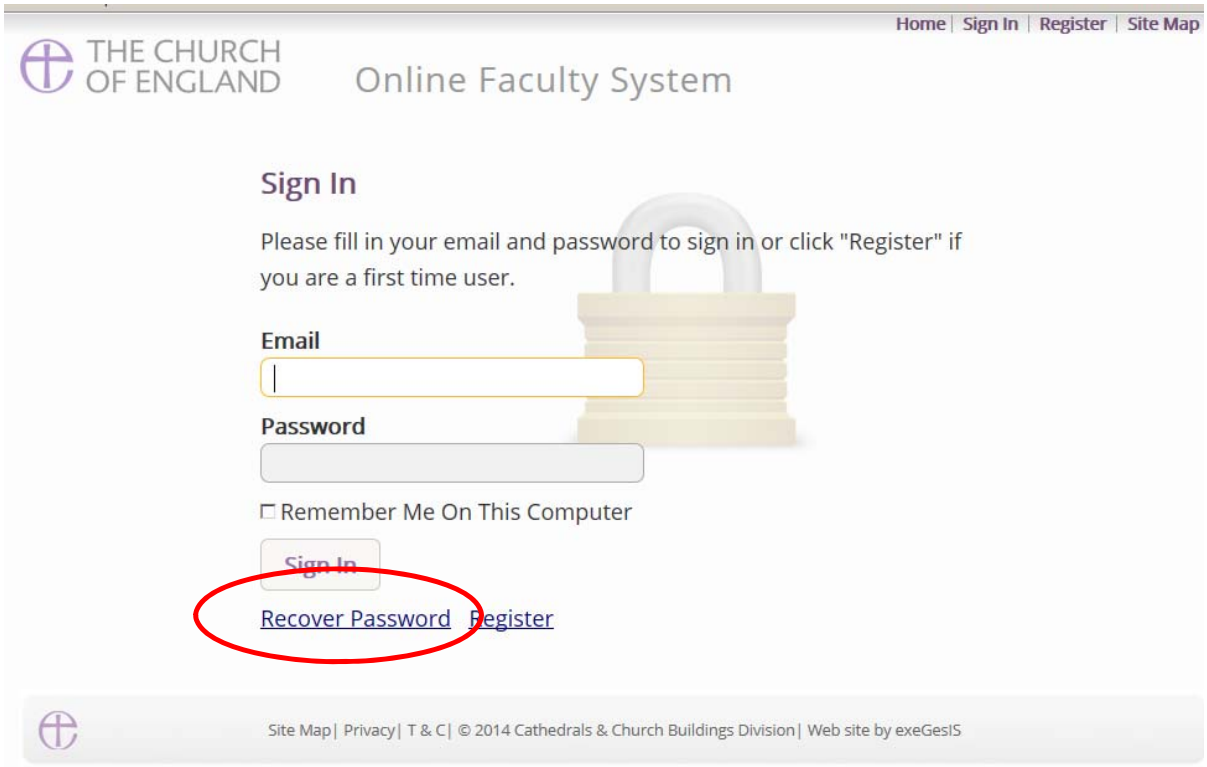
Recovering your Password

1. Go to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and click **Recover Password**


Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Sign In
Please fill in your email and password to sign in or click "Register" if you are a first time user.
Email
Password
Remember Me On This Computer
Sign In
Recover Password
Register
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2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

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Online Faculty System
Recover Password
Forgotten Your Password?
Please enter your email address
robert.smith@churchofengland.org
Next
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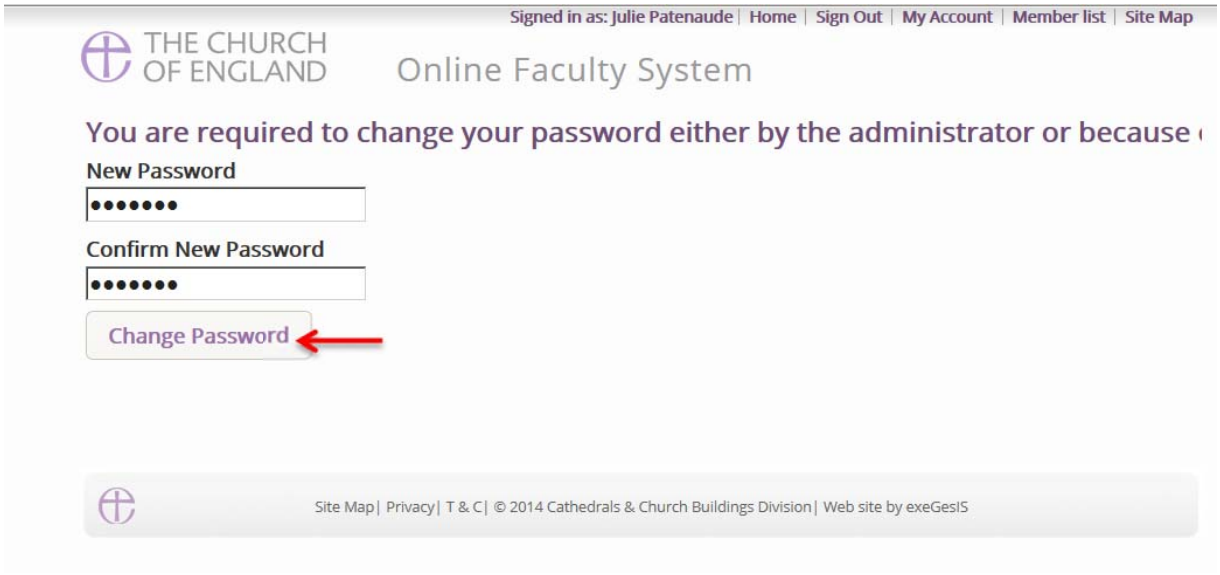
3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact the CCB.

4. Go back to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and enter your new password.

5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.


Signed in as: Julie Patenaude | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
You are required to change your password either by the administrator or because
New Password
Confirm New Password
Change Password
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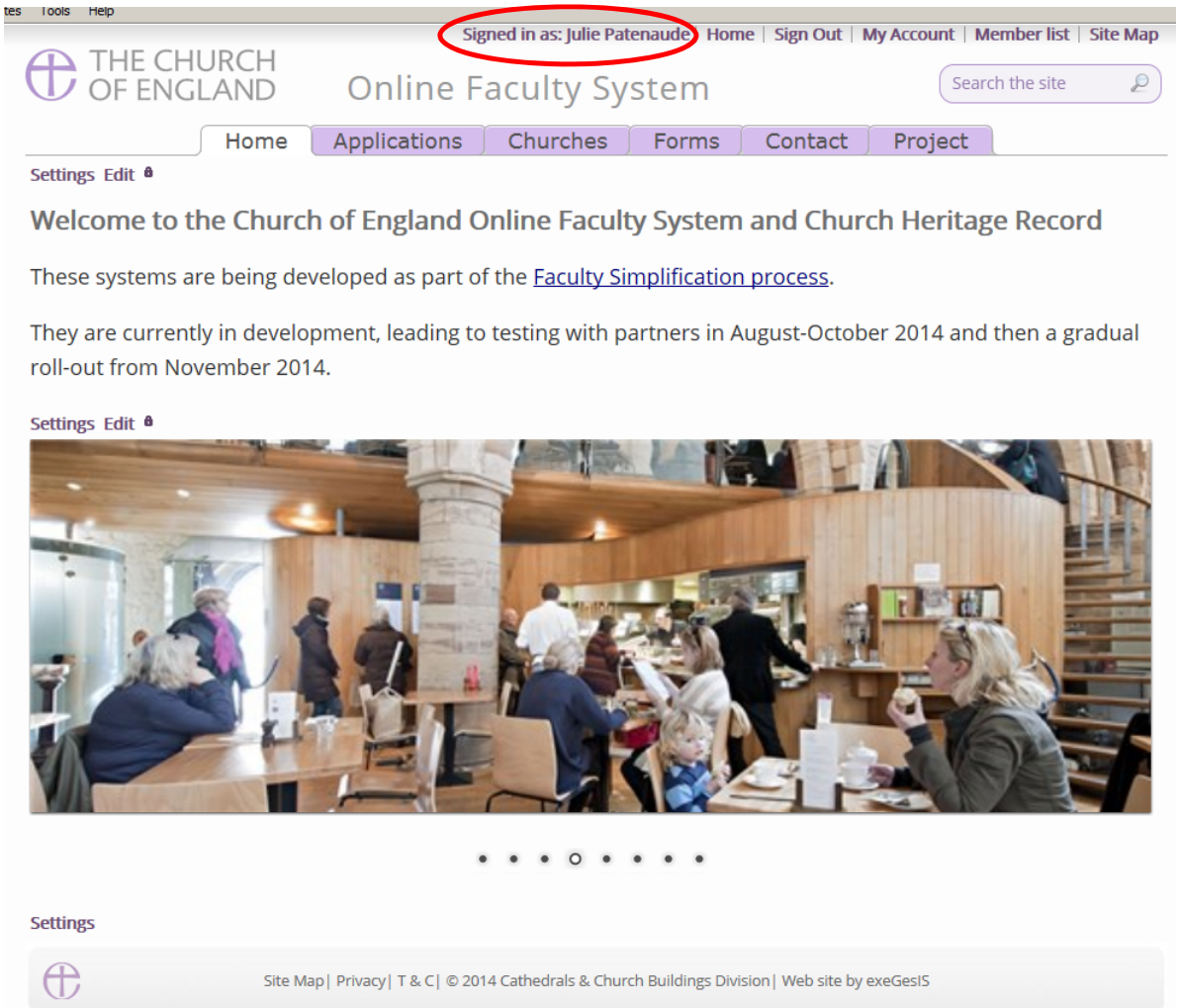
6. You will automatically return to the main page and will be signed in.


Signed in as: Julie Patenaude
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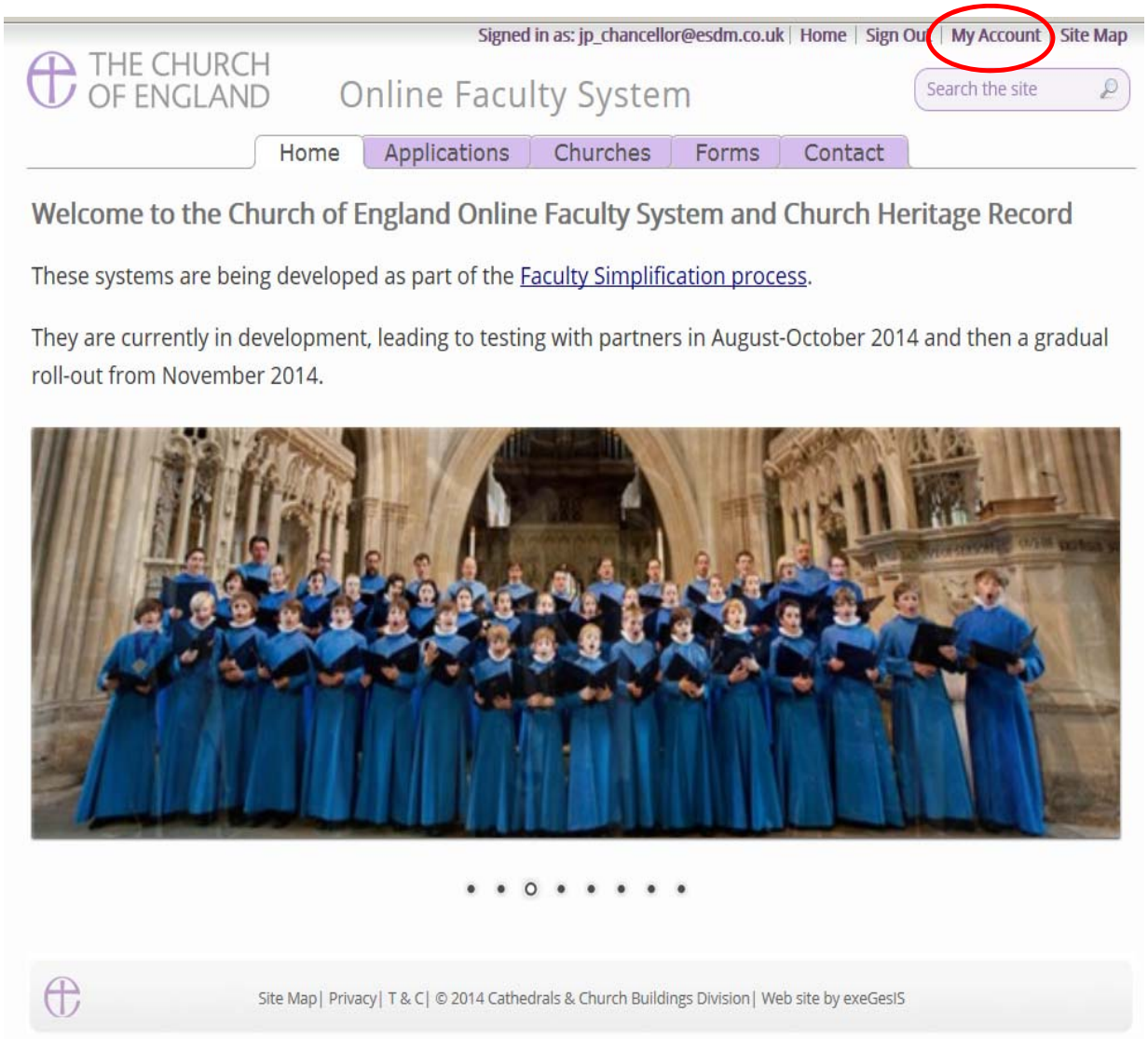
Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website https://facultyonline.churchofengland.org, sign in and click on **My Account**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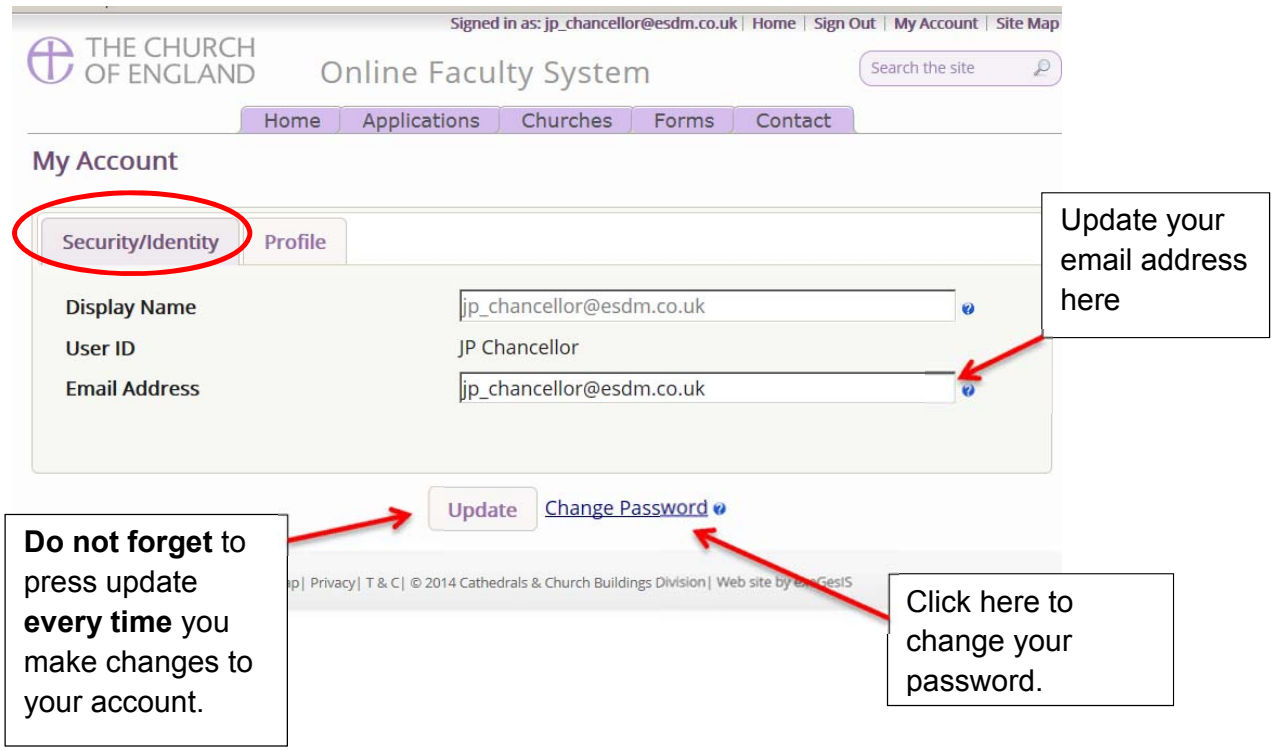
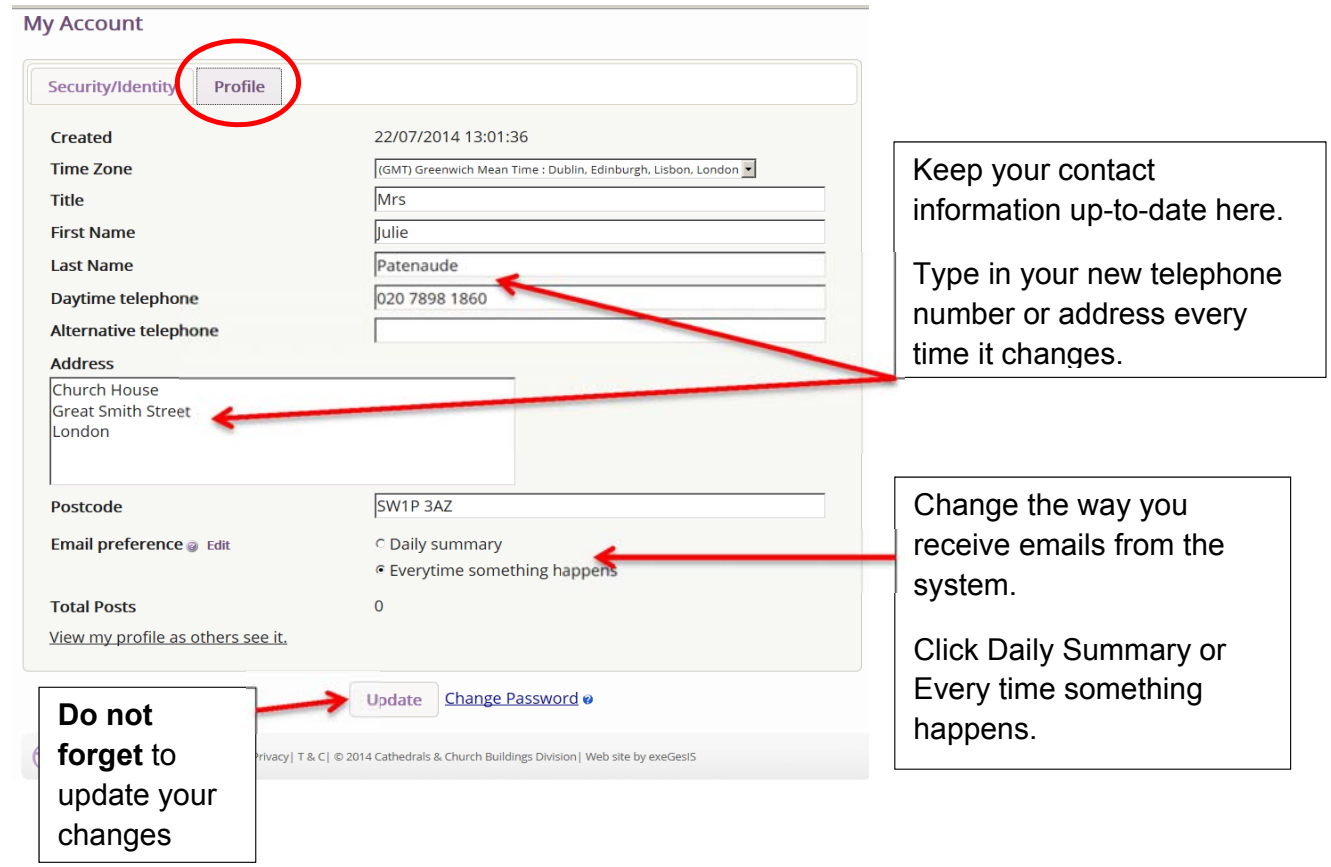
2. This is the **Security and Identity** tab of your account.



3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.



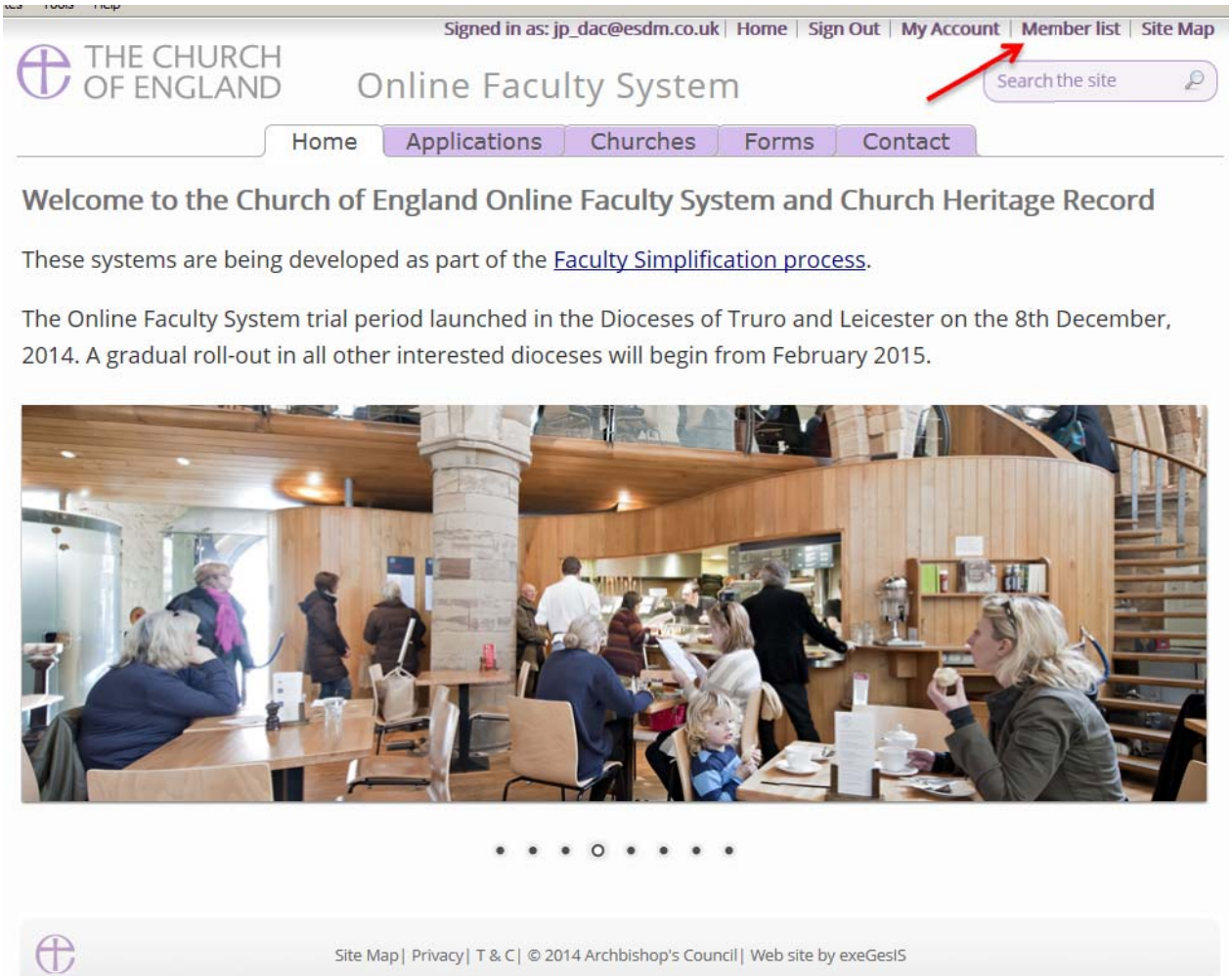
Managing the Members List

As DAC Secretary, you are responsible for overseeing user registrations and management in your diocese.

Approving a new user

Every time an individual registers in your diocese, the Online Faculty System will send you an email to let you know.

1. Click on the link supplied and **sign in**
   Or
2. Go to the main page (https://facultyonline.churchofengland.org/), Sign In, and Click **Members List**


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
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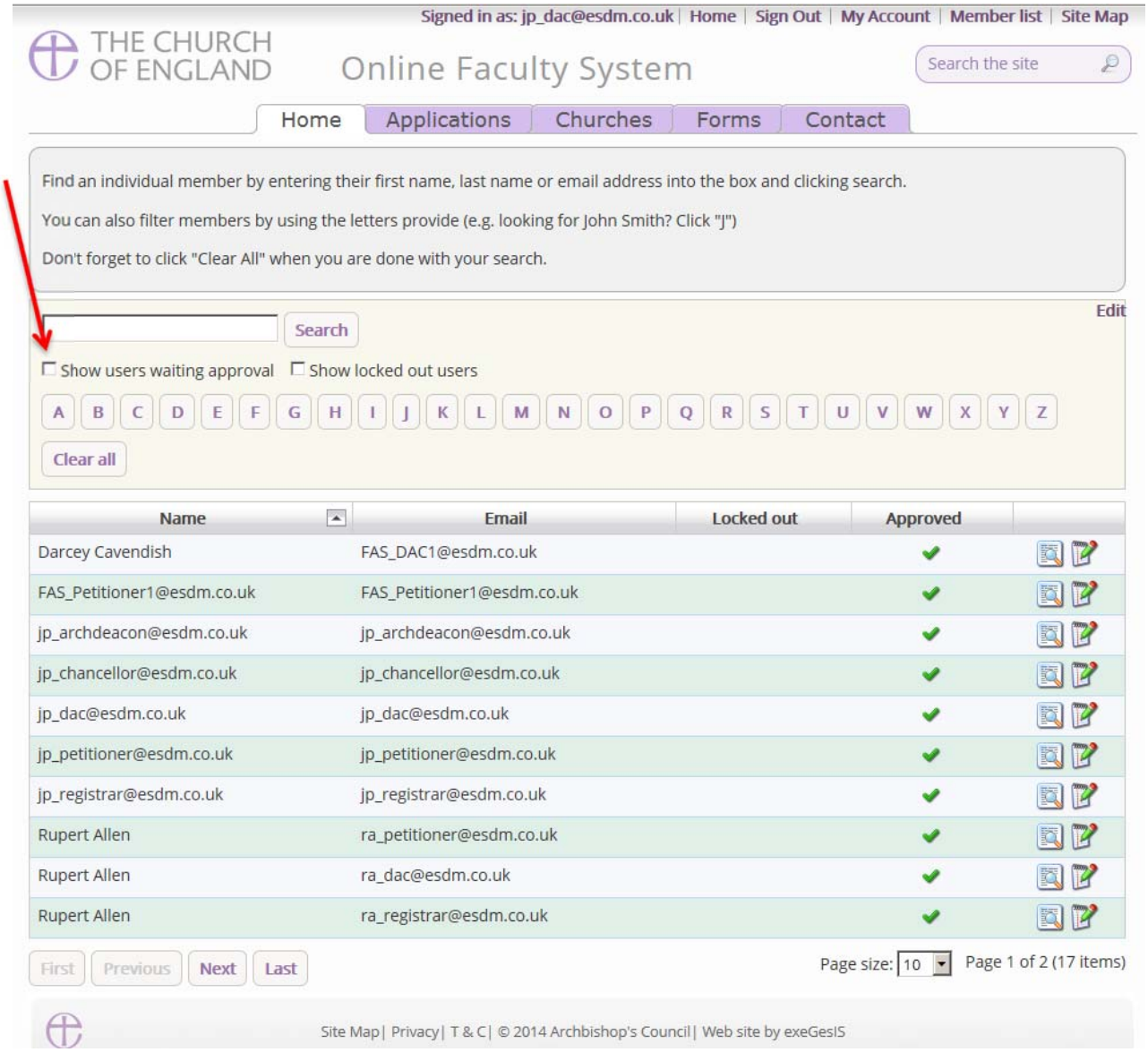
3. Click **Show users waiting for approval**


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
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Search the site
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Find an individual member by entering their first name, last name or email address into the box and clicking search.
You can also filter members by using the letters provide (e.g. looking for John Smith? Click "J")
Don't forget to click "Clear All" when you are done with your search.
Edit
Search
Show users waiting approval
Show locked out users
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Clear all
Name
Email
Locked out
Approved
Darcey Cavendish FAS_DAC1@esdm.co.uk
FAS_Petitioner1@esdm.co.uk FAS_Petitioner1@esdm.co.uk
jp_archdeacon@esdm.co.uk jp_archdeacon@esdm.co.uk
jp_chancellor@esdm.co.uk jp_chancellor@esdm.co.uk
jp_dac@esdm.co.uk jp_dac@esdm.co.uk
jp_petitioner@esdm.co.uk jp_petitioner@esdm.co.uk
jp_registrar@esdm.co.uk jp_registrar@esdm.co.uk
Rupert Allen ra_petitioner@esdm.co.uk
Rupert Allen ra_dac@esdm.co.uk
Rupert Allen ra_registrar@esdm.co.uk
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Page size: 10
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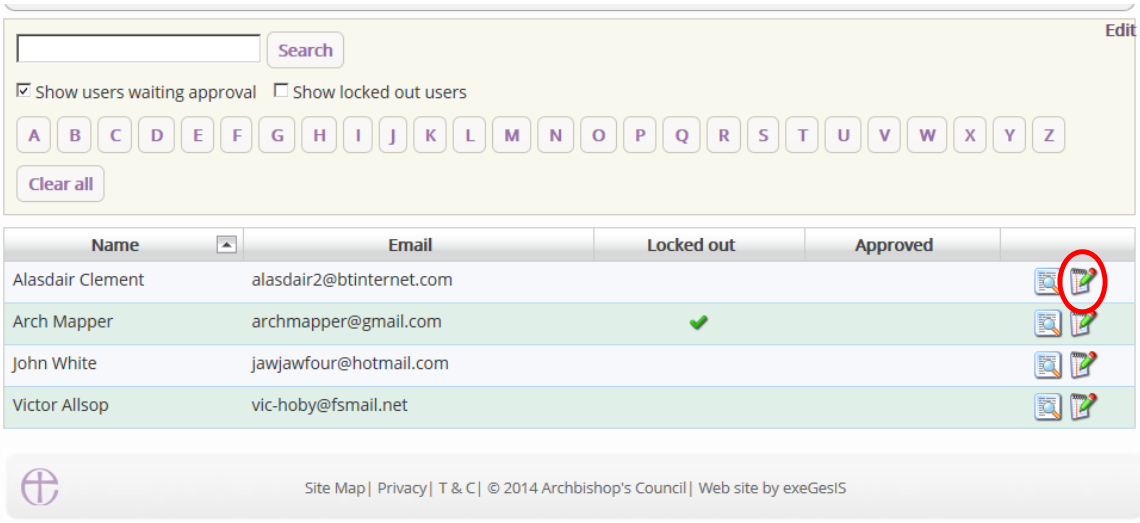
4. Click the **Edit** icon to open the account of the user you need to approve


Edit
Search
Show users waiting approval
Show locked out users
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Clear all
Name
Email
Locked out
Approved
Alasdair Clement alasdair2@btinternet.com
Arch Mapper archmapper@gmail.com
John White jawjawfour@hotmail.com
Victor Allsop vic-hoby@fsmail.net
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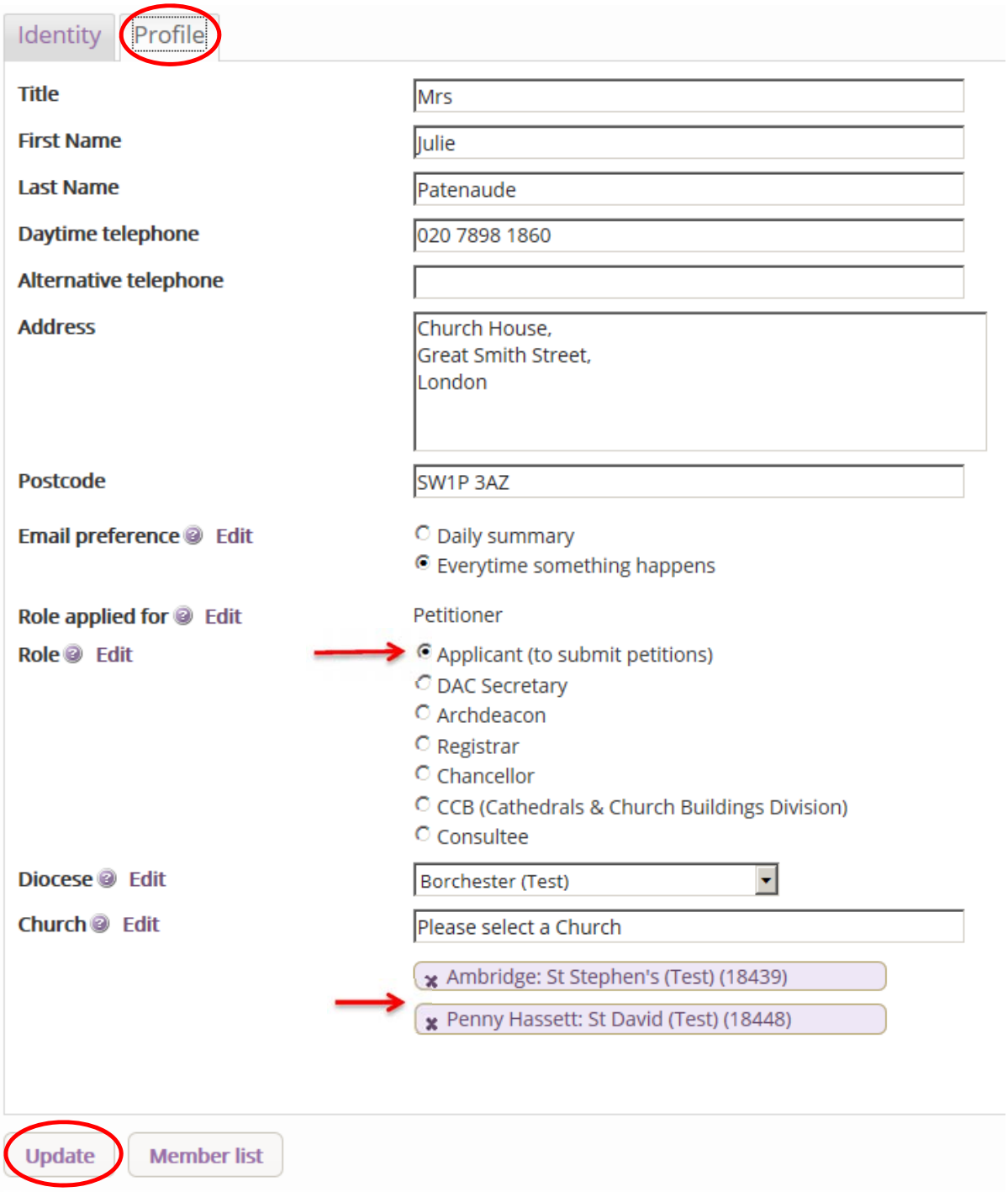
5. Go to the user's **profile** page. Make sure that the contact information is correct.
6. Make certain that they have applied for the **correct role** (if not change it)
7. If the user has applied for the role of **Applicant**, ensure that he/she has selected ALL the **church buildings** in their care.
8. To find a church building, start typing the **name of the parish**. A list will appear automatically.
9. If you make any changes, click **Update**



N.B. An applicant who has not selected any church buildings will not be able to complete a faculty application.

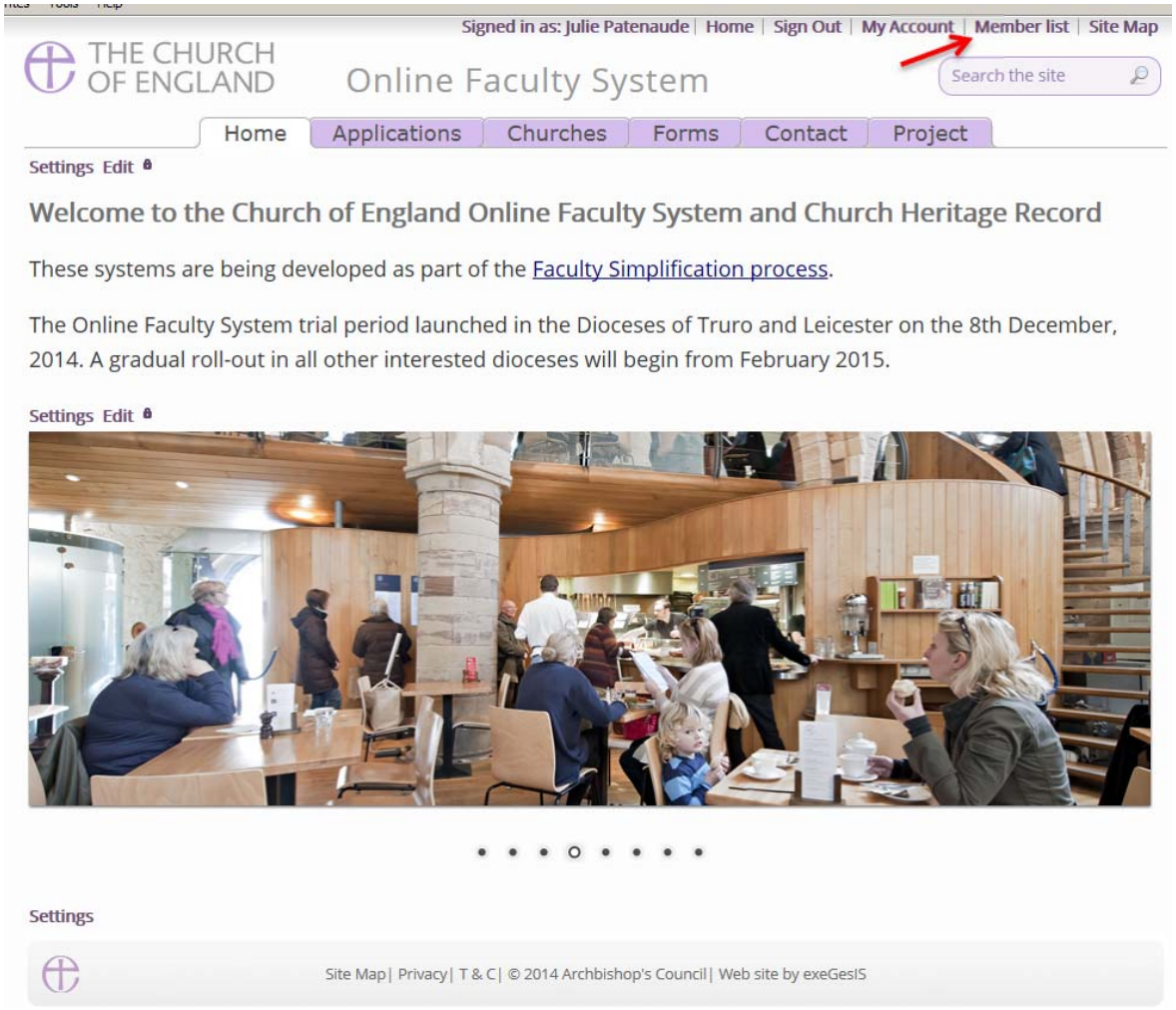
10. Go to the **Identity** tab
11. Click **Approve**
12. If an individual who is not part of the faculty process applies to use the Online Faculty System in your diocese, click **Lock**

Registration Emails

Users are asked to confirm their email address upon registration. They will automatically receive an email from the Online Faculty System instructing them to click on a link as confirmation.

Should a user loose this confirmation email:

1. Ask them to look into their **spam or junk inbox**
   OR
2. Go to the Online Faculty System's main page
3. Sign In
4. And click **Members List**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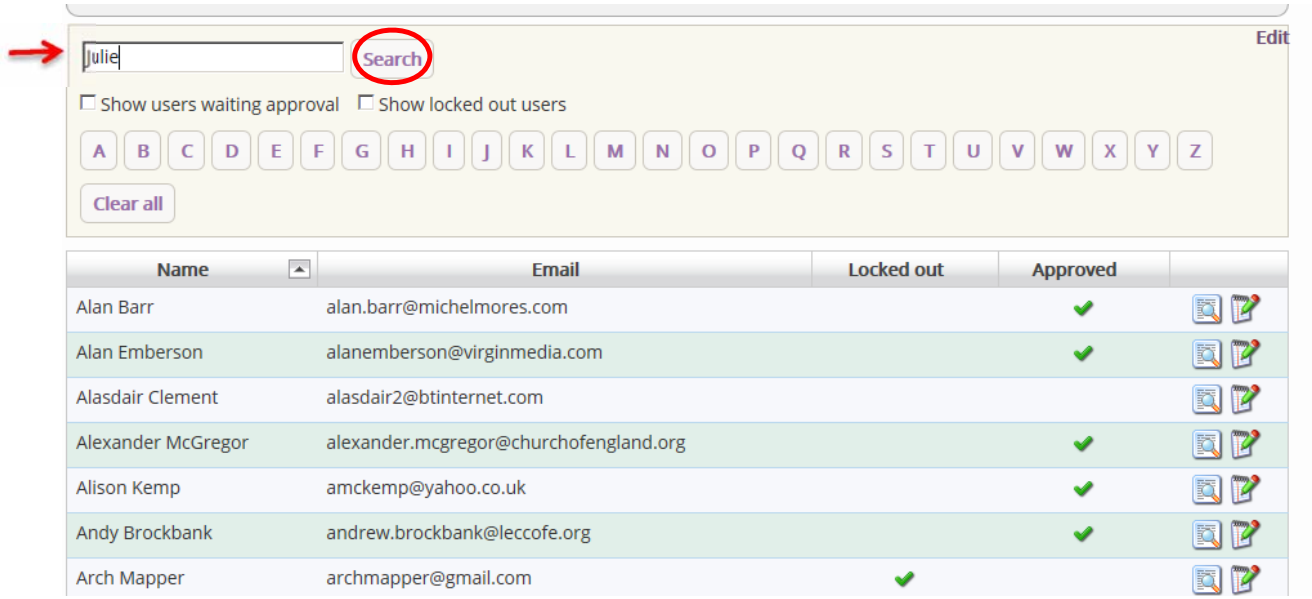
Option 1

5. Search for a user with their **first, last, full name or email address** (This is case sensitive)
6. Click Search



7. Click the Edit icon to open the user's account

Julie Patenaude
Search
Edit
Show users waiting approval
Show locked out users
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Clear all
Name
Email
Locked out
Approved
Julie Patenaude julie.patenaude@churchofengland.org
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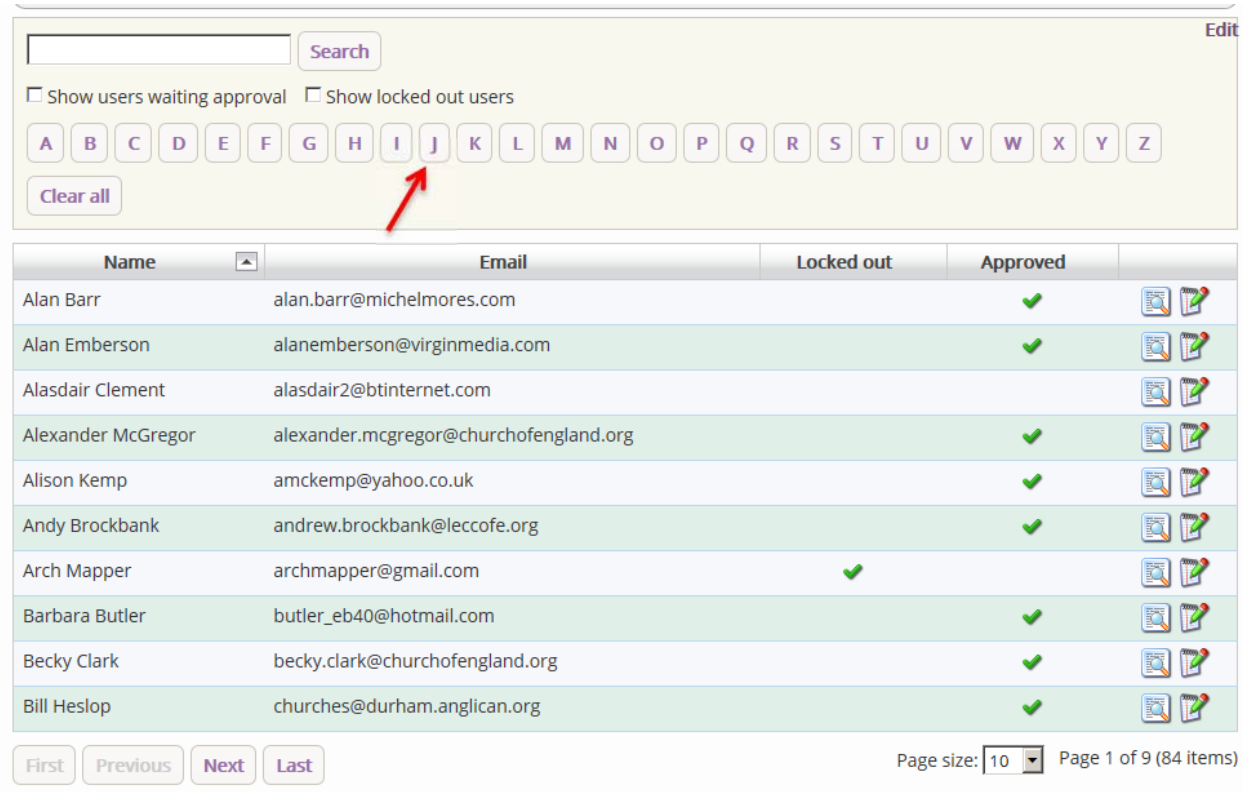
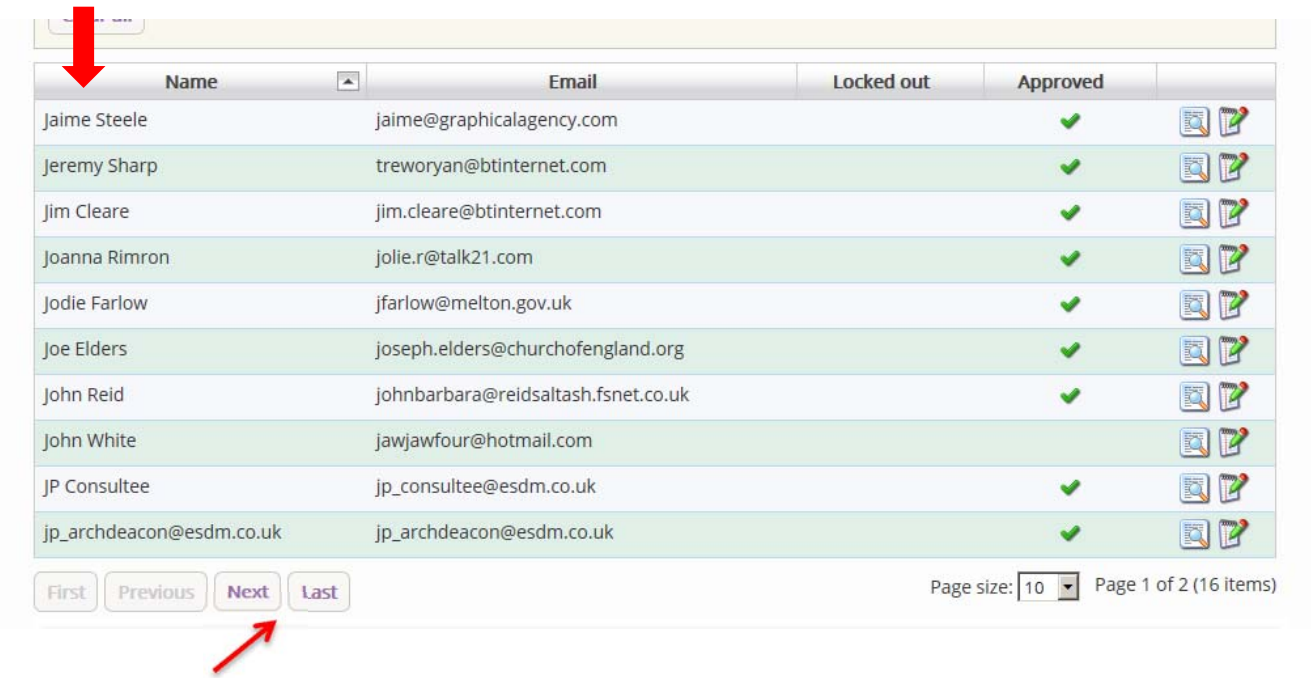
Option 2

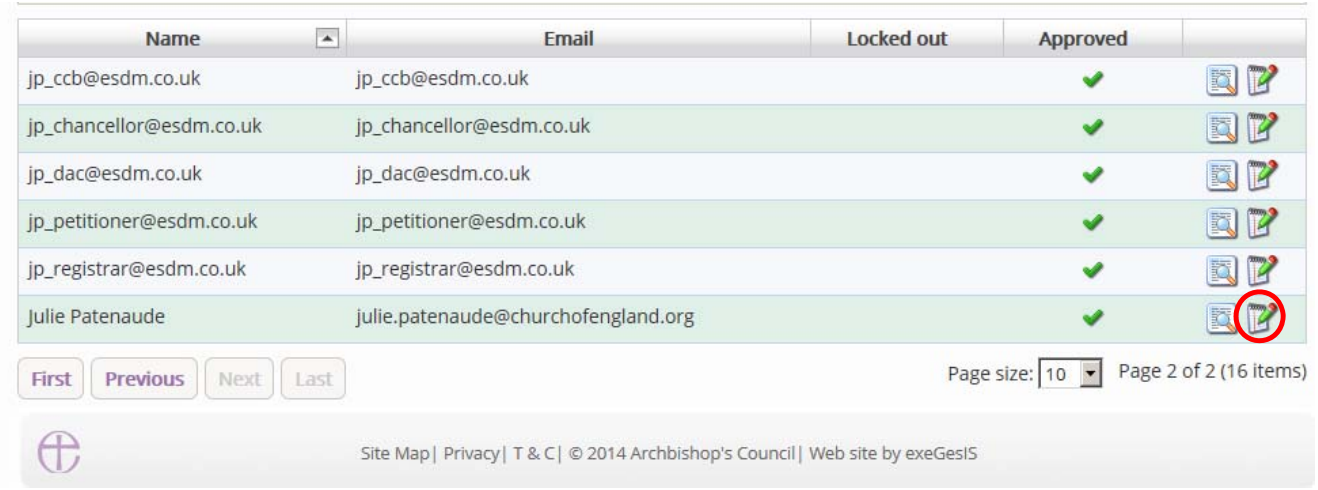
8. Search for a user by **filtering for the letter for their first name**



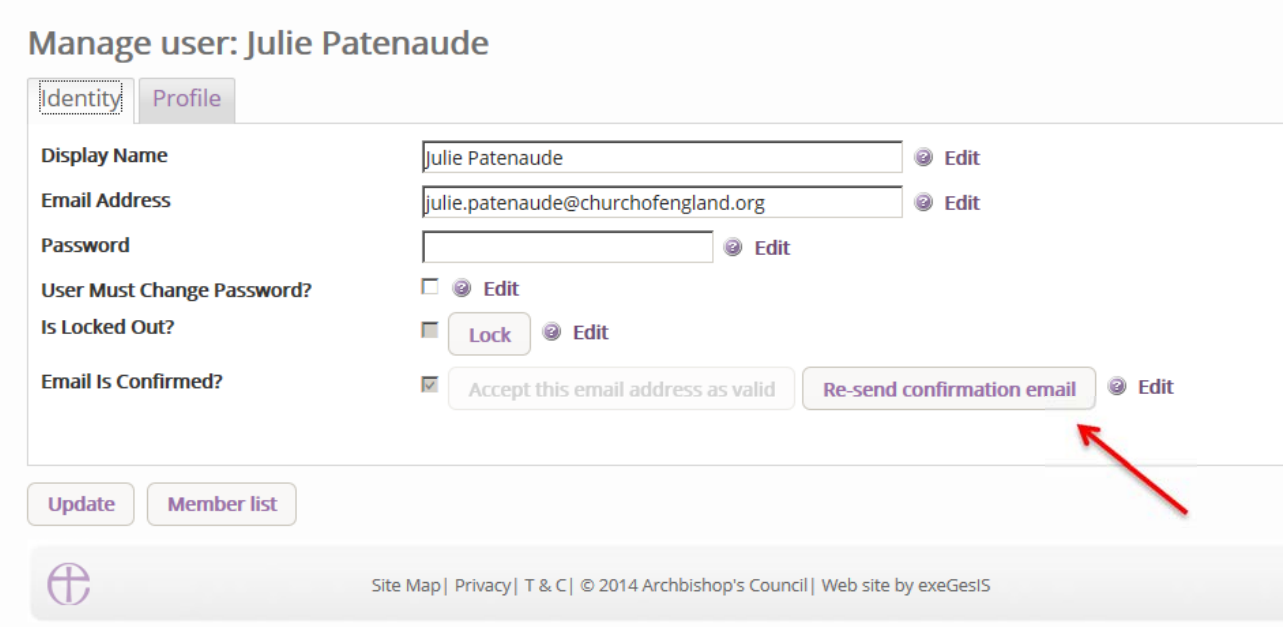
9. **Scroll** through to users using the **Next & Last** buttons



10. Once you have found the specific user you are looking for, click the **Edit** icon to open their account



11. Click **Re-send confirmation email**



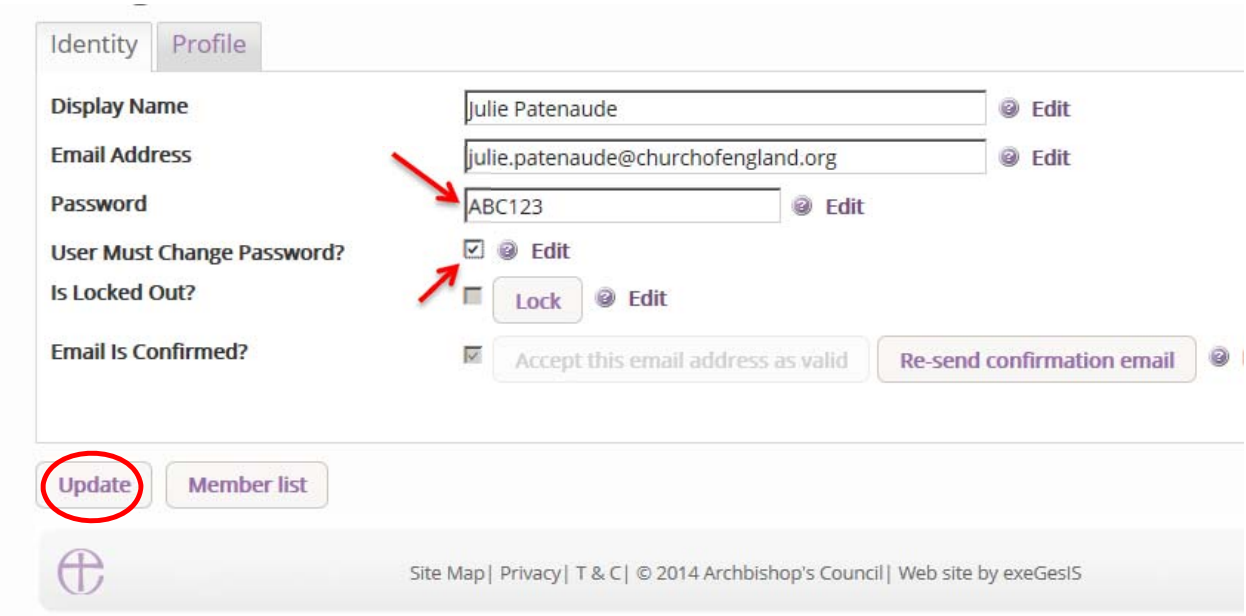
The user will receive their confirmation email again. If they still do not receive it, verify that the email address is entered correctly.

Changing a user's password

As DAC Secretary, you can change a user's password if necessary (e.g. because the user can no longer remember his or her password, or because the account's main administrator has left).

1. Go to the Online Faculty System's main page and Sign In
2. Go to the Members List and find your user (see pages 18-20)
3. Click the **Edit** icon to open a user's account and go to the **Identity** tab

4. Type in a **new password**
5. Tick **User must change password**
6. Click **Update**



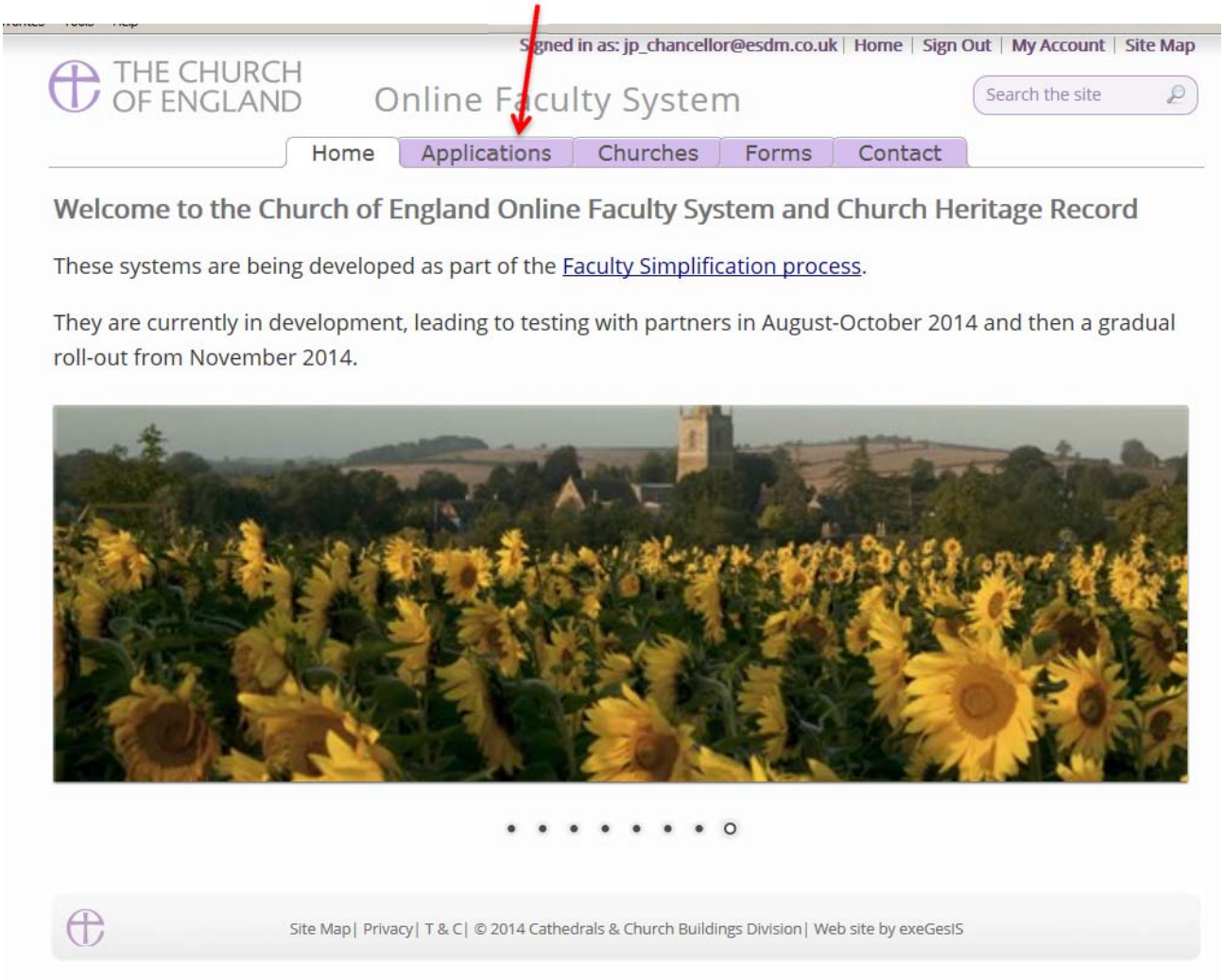
7. **Contact the user** to inform them of their new password
8. The next time they sign in, they will be asked to change it for security purposes.

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your in own email account).

Remember to **sign in!**

1. From the main page click on the **Applications** tab.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
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Forms
Contact
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
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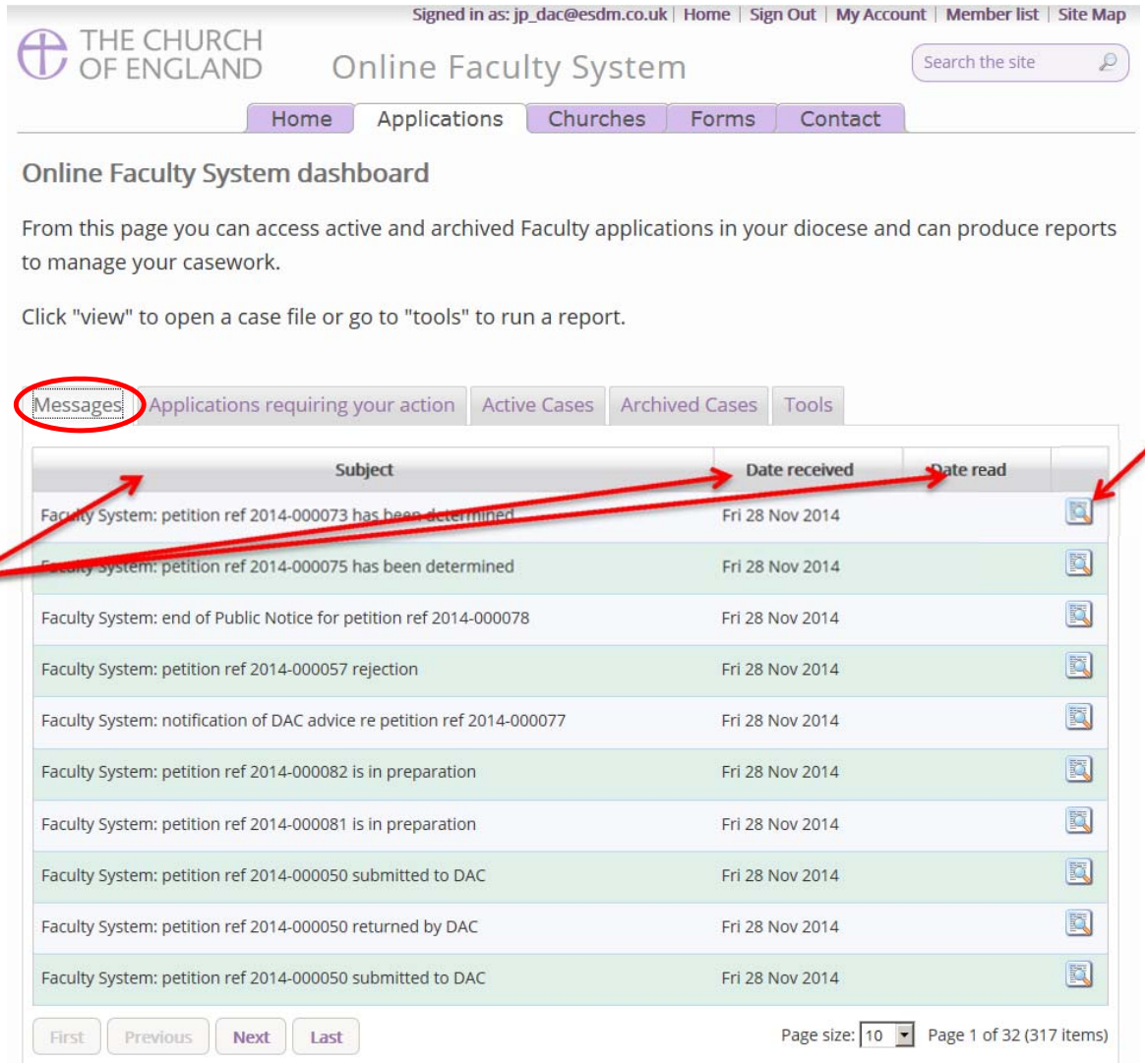
2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
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Churches
Forms
Contact
Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
Subject
Date received
Date read
Faculty System: petition ref 2014-000073 has been determined
Fri 28 Nov 2014
Faculty System: petition ref 2014-000075 has been determined
Fri 28 Nov 2014
Faculty System: end of Public Notice for petition ref 2014-000078
Fri 28 Nov 2014
Faculty System: petition ref 2014-000057 rejection
Fri 28 Nov 2014
Faculty System: notification of DAC advice re petition ref 2014-000077
Fri 28 Nov 2014
Faculty System: petition ref 2014-000082 is in preparation
Fri 28 Nov 2014
Faculty System: petition ref 2014-000081 is in preparation
Fri 28 Nov 2014
Faculty System: petition ref 2014-000050 submitted to DAC
Fri 28 Nov 2014
Faculty System: petition ref 2014-000050 returned by DAC
Fri 28 Nov 2014
Faculty System: petition ref 2014-000050 submitted to DAC
Fri 28 Nov 2014
First
Previous
Next
Last
Page size: 10
Page 1 of 32 (317 items)

Click on the **View** icon to look at a message

You can arrange your messages by:

- Subject
  or
- Date Received
  or
- Date Read

Click on each title to sort your messages.

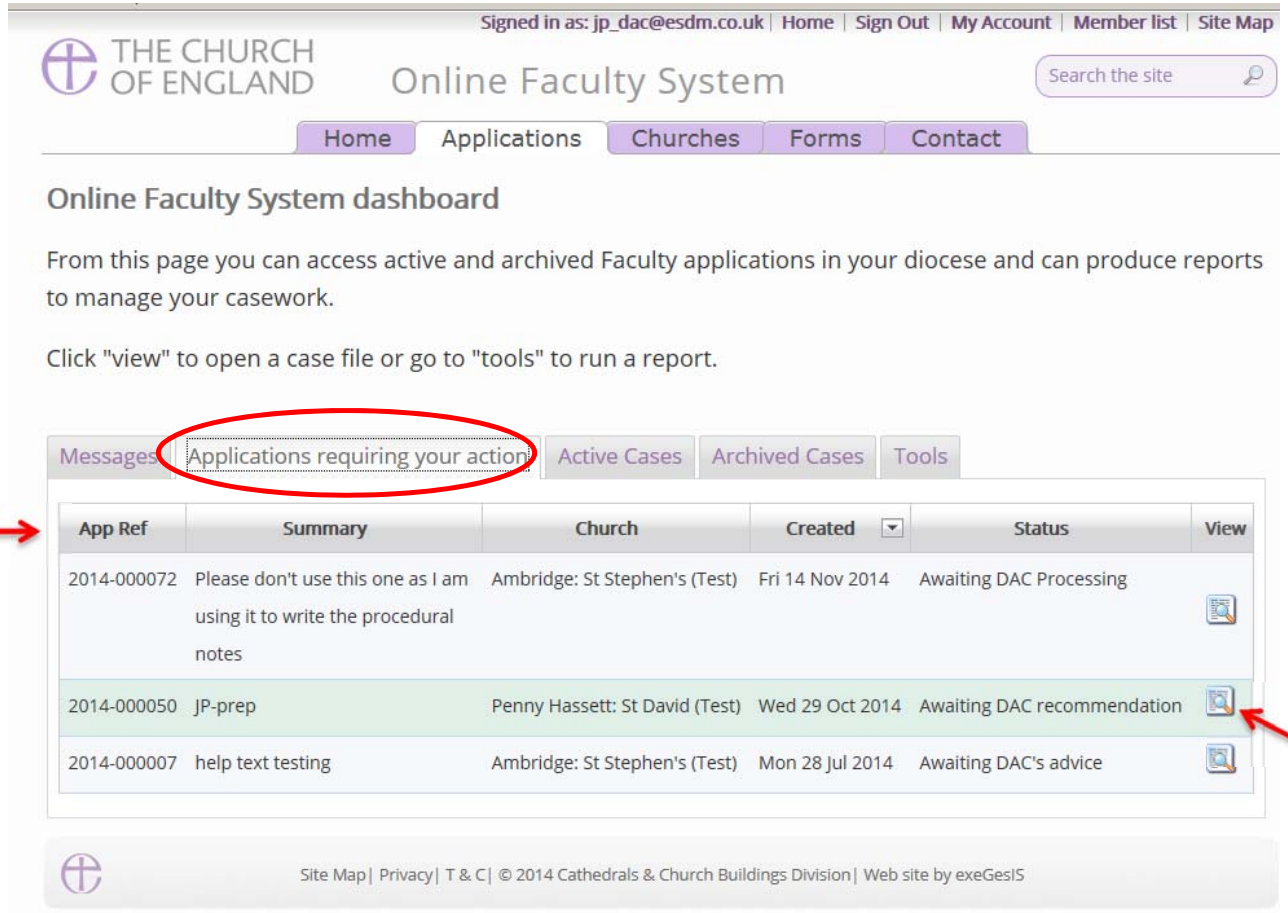
3. To access any Faculty application which requires your attention, go to **Applications requiring your action**.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
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Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
App Ref
Summary
Church
Created
Status
View
2014-000072
Please don't use this one as I am using it to write the procedural notes
Ambridge: St Stephen's (Test)
Fri 14 Nov 2014
Awaiting DAC Processing
2014-000050
JP-prep
Penny Hassett: St David (Test)
Wed 29 Oct 2014
Awaiting DAC recommendation
2014-000007
help text testing
Ambridge: St Stephen's (Test)
Mon 28 Jul 2014
Awaiting DAC's advice
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Click the **View** icon to open a Faculty application.

4. To access an application where a determination has not yet been made, go to **Active Cases**

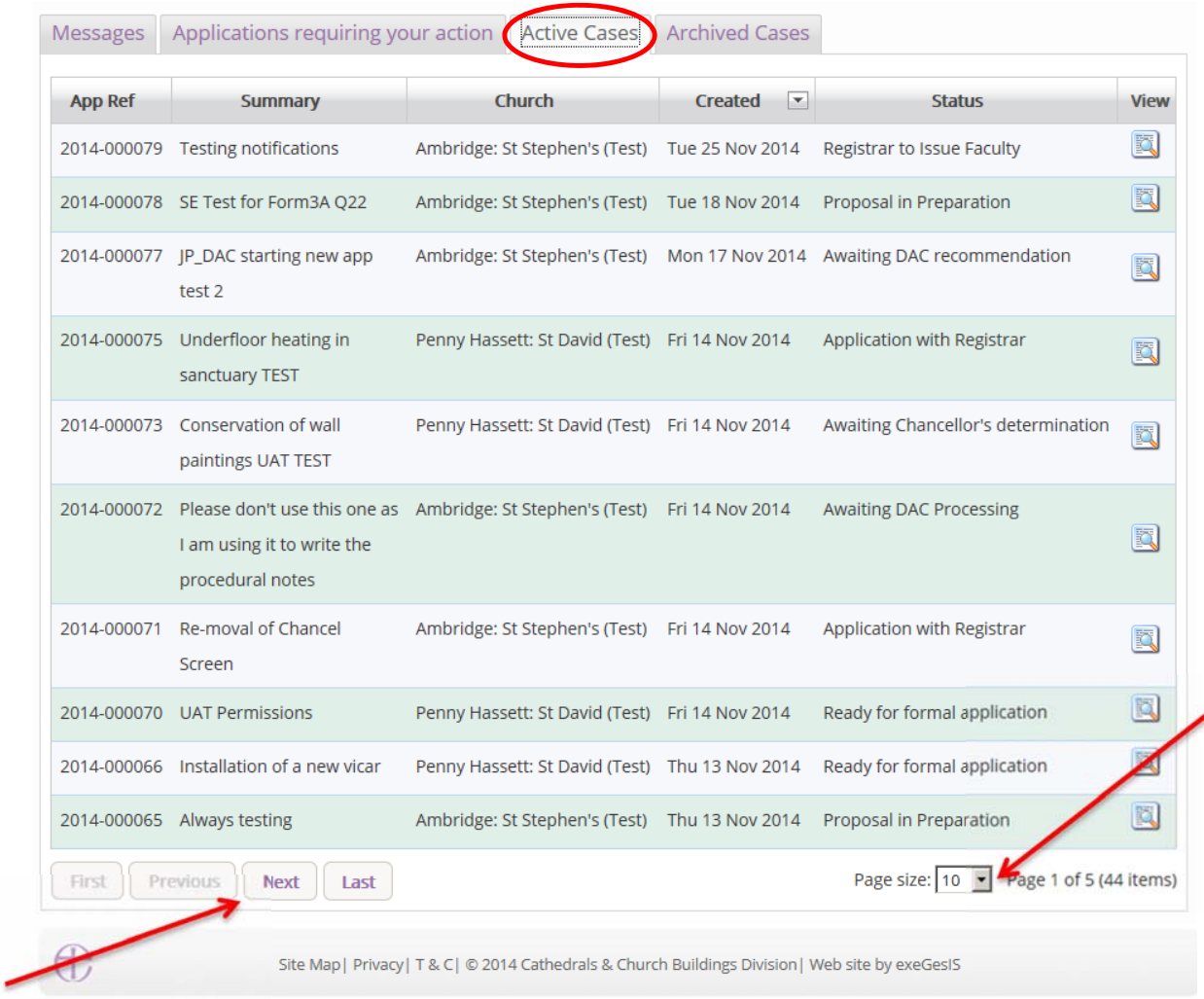
The functions here are the same as the previous tab.

Click the **View** icon to open an application.

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
  or
- Status

Scroll through the pages to find a specific application


Messages
Applications requiring your action
Active Cases
Archived Cases
App Ref
Summary
Church
Created
Status
View
2014-000079 Testing notifications Ambridge: St Stephen's (Test) Tue 25 Nov 2014 Registrar to Issue Faculty
2014-000078 SE Test for Form3A Q22 Ambridge: St Stephen's (Test) Tue 18 Nov 2014 Proposal in Preparation
2014-000077 JP_DAC starting new app test 2 Ambridge: St Stephen's (Test) Mon 17 Nov 2014 Awaiting DAC recommendation
2014-000075 Underfloor heating in sanctuary TEST Penny Hassett: St David (Test) Fri 14 Nov 2014 Application with Registrar
2014-000073 Conservation of wall paintings UAT TEST Penny Hassett: St David (Test) Fri 14 Nov 2014 Awaiting Chancellor's determination
2014-000072 Please don't use this one as I am using it to write the procedural notes Ambridge: St Stephen's (Test) Fri 14 Nov 2014 Awaiting DAC Processing
2014-000071 Re-moval of Chancel Screen Ambridge: St Stephen's (Test) Fri 14 Nov 2014 Application with Registrar
2014-000070 UAT Permissions Penny Hassett: St David (Test) Fri 14 Nov 2014 Ready for formal application
2014-000066 Installation of a new vicar Penny Hassett: St David (Test) Thu 13 Nov 2014 Ready for formal application
2014-000065 Always testing Ambridge: St Stephen's (Test) Thu 13 Nov 2014 Proposal in Preparation
First
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Last
Page size: 10
Page 1 of 5 (44 items)
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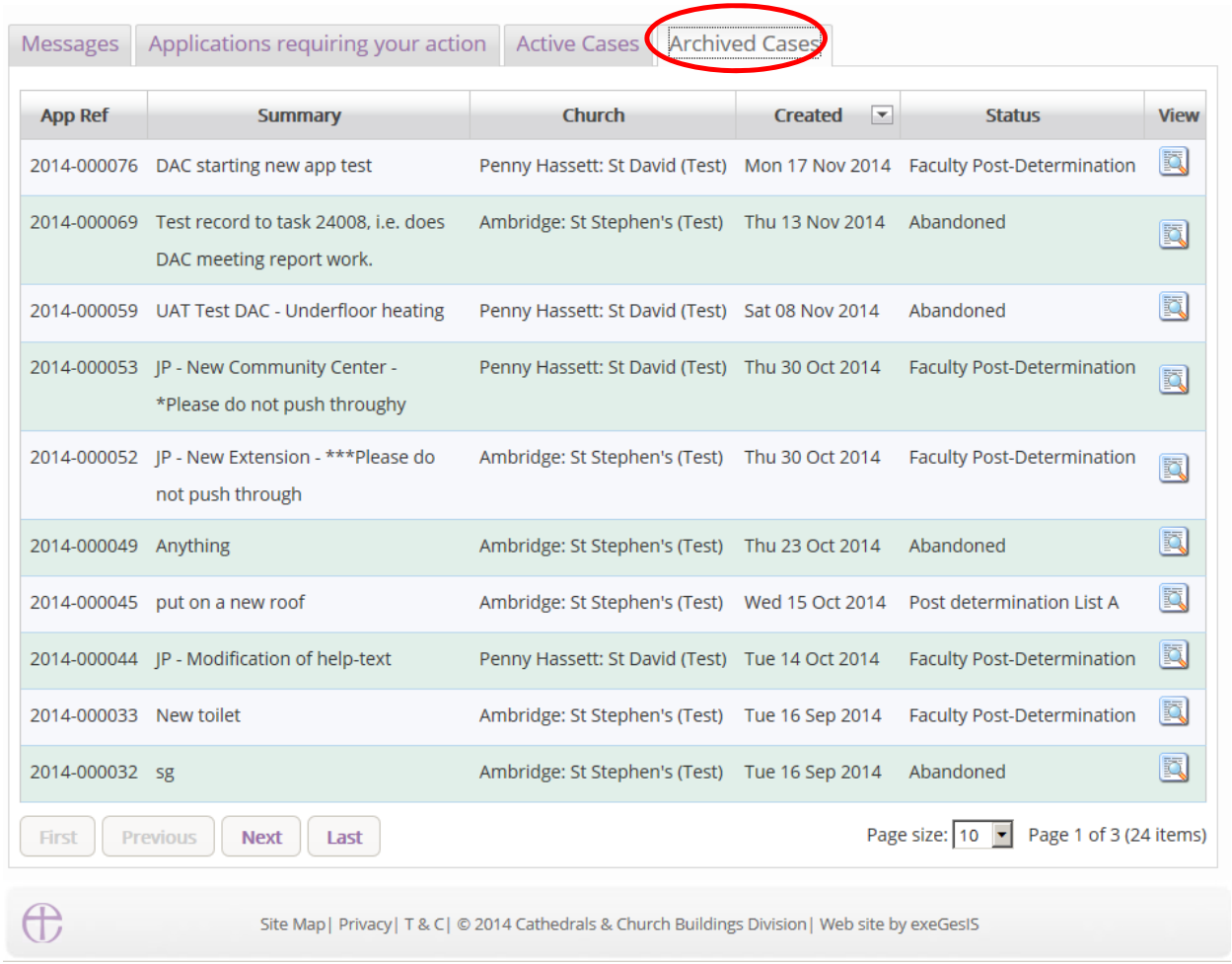
Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
  or
- 100

5. To access old applications which were abandoned or where a determination has been made, go to **Archived Cases**.

Use the same functions as before to organise and open the applications.


Messages
Applications requiring your action
Active Cases
Archived Cases
App Ref
Summary
Church
Created
Status
View
2014-000076 DAC starting new app test Penny Hassett: St David (Test) Mon 17 Nov 2014 Faculty Post-Determination
2014-000069 Test record to task 24008, i.e. does DAC meeting report work. Ambridge: St Stephen's (Test) Thu 13 Nov 2014 Abandoned
2014-000059 UAT Test DAC - Underfloor heating Penny Hassett: St David (Test) Sat 08 Nov 2014 Abandoned
2014-000053 JP - New Community Center - *Please do not push throughy Penny Hassett: St David (Test) Thu 30 Oct 2014 Faculty Post-Determination
2014-000052 JP - New Extension - ***Please do not push through Ambridge: St Stephen's (Test) Thu 30 Oct 2014 Faculty Post-Determination
2014-000049 Anything Ambridge: St Stephen's (Test) Thu 23 Oct 2014 Abandoned
2014-000045 put on a new roof Ambridge: St Stephen's (Test) Wed 15 Oct 2014 Post determination List A
2014-000044 JP - Modification of help-text Penny Hassett: St David (Test) Tue 14 Oct 2014 Faculty Post-Determination
2014-000033 New toilet Ambridge: St Stephen's (Test) Tue 16 Sep 2014 Faculty Post-Determination
2014-000032 sg Ambridge: St Stephen's (Test) Tue 16 Sep 2014 Abandoned
First
Previous
Next
Last
Page size: 10
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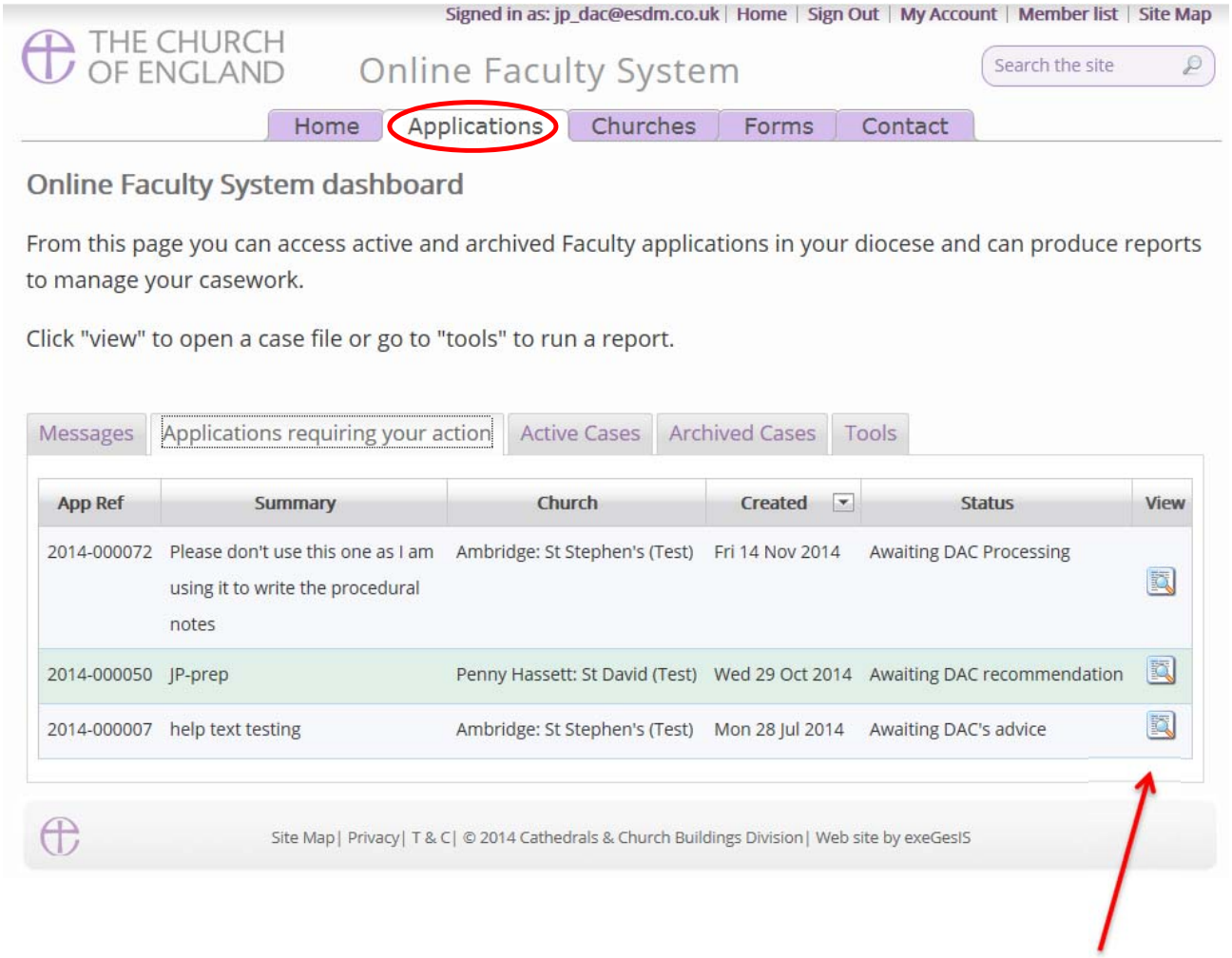
Navigating a Case File

A case file is where you will find all the legal forms and information necessary to assess a parish's proposal and provide your advice. It is also where you can attach any other relevant documents to an application. Each Faculty application has its own case file.

You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (see page 22).


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
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Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
App Ref
Summary
Church
Created
Status
View
2014-000072
Please don't use this one as I am using it to write the procedural notes
Ambridge: St Stephen's (Test)
Fri 14 Nov 2014
Awaiting DAC Processing
2014-000050
JP-prep
Penny Hassett: St David (Test)
Wed 29 Oct 2014
Awaiting DAC recommendation
2014-000007
help text testing
Ambridge: St Stephen's (Test)
Mon 28 Jul 2014
Awaiting DAC's advice
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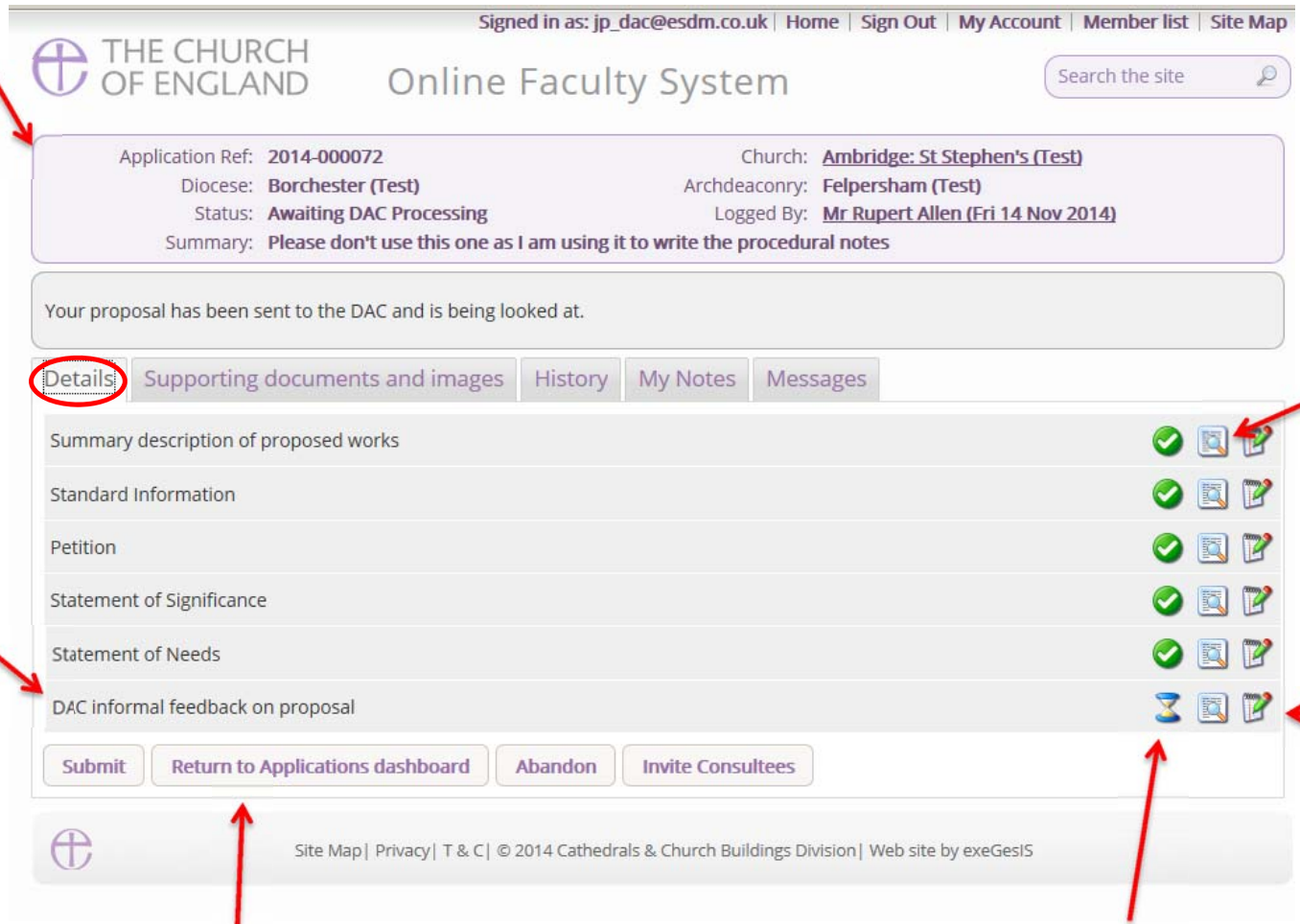
1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file awaiting DAC processing. The **Details** tab gives you access to all the forms generated by the Online Faculty System.


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000072
Diocese: Borchester (Test)
Status: Awaiting DAC Processing
Summary: Please don't use this one as I am using it to write the procedural notes
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Fri 14 Nov 2014)
Your proposal has been sent to the DAC and is being looked at.
Details
Supporting documents and images
History
My Notes
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
DAC informal feedback on proposal
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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Basic summary of an application

The forms are found here.

Including the DAC informal feedback form

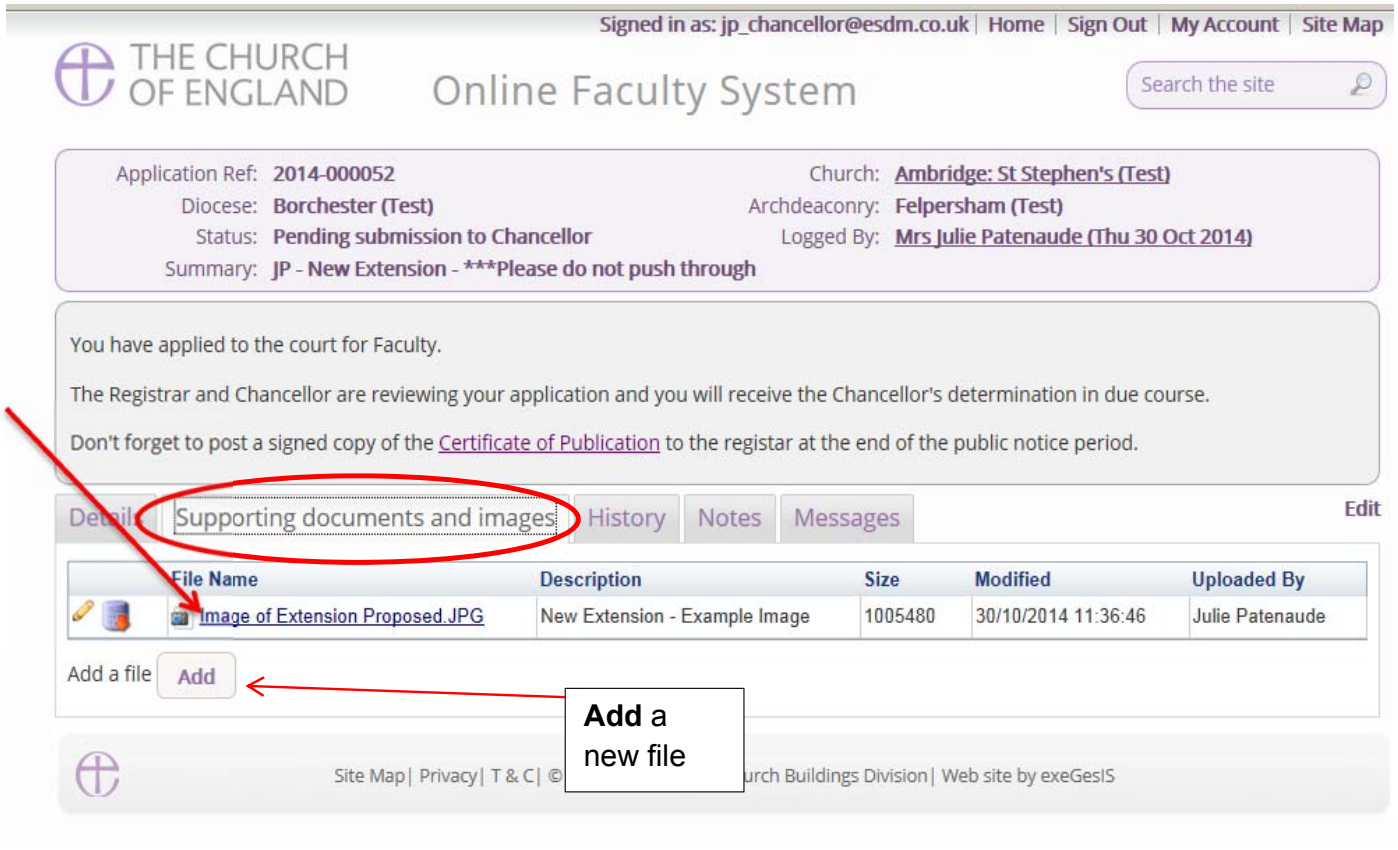
Click the **View** icon to look at a form.

Click the **Edit** icon to make changes to a form.

Click here to **exit** the case file

The status icon tells you if a form is complete or in progress.

3. Under the **Supporting Documents and Images** tab, you can attach any additional information relevant to the application. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
File Name
Description
Size
Modified
Uploaded By
Image of Extension Proposed.JPG
New Extension - Example Image
1005480
30/10/2014 11:36:46
Julie Patenaude
Add a file
Add
Add a new file
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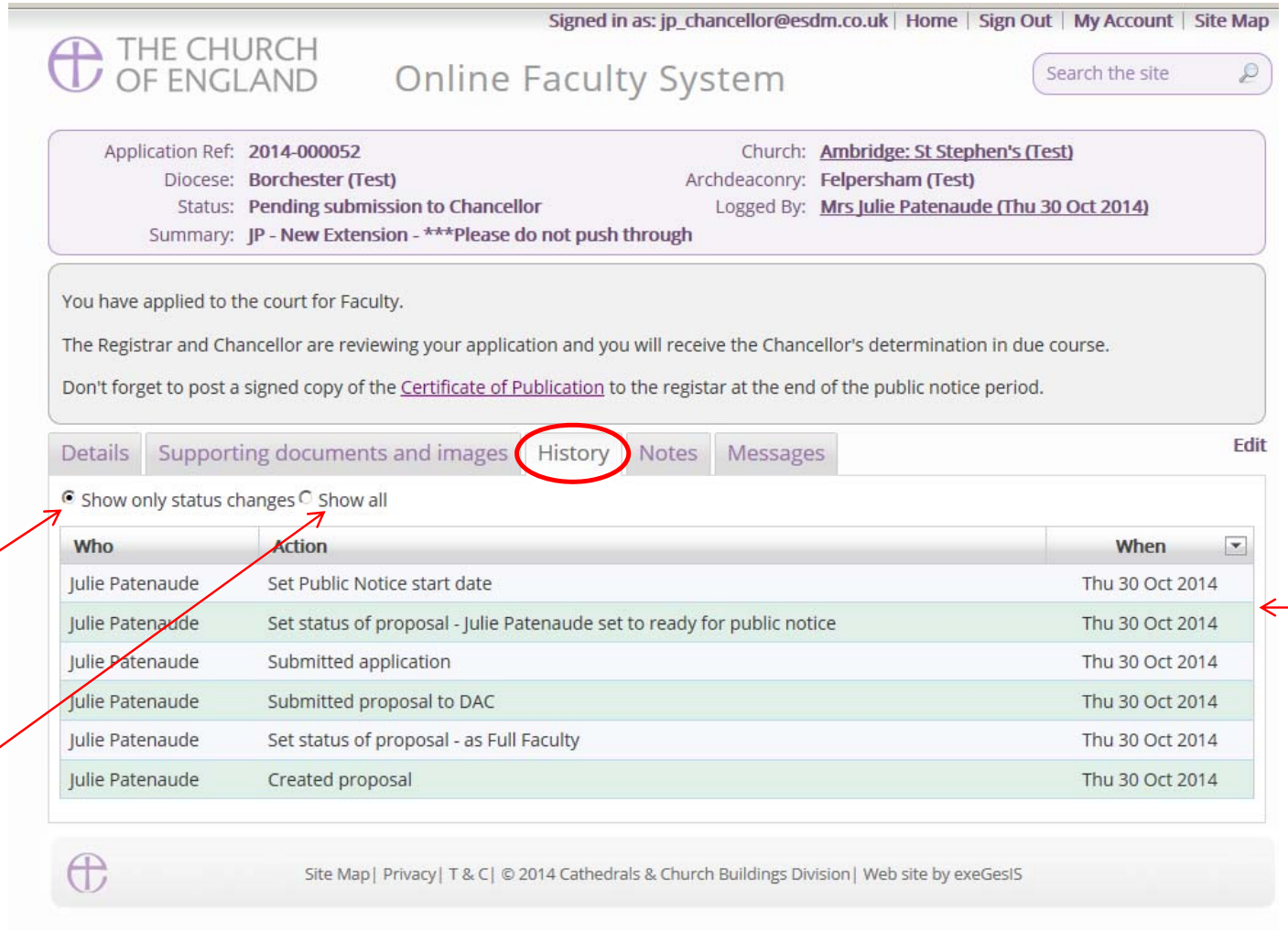
Click on a file to open it.

4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
Show only status changes
Show all
Who
Action
When
Julie Patenaude | Set Public Notice start date | Thu 30 Oct 2014
Julie Patenaude | Set status of proposal - Julie Patenaude set to ready for public notice | Thu 30 Oct 2014
Julie Patenaude | Submitted application | Thu 30 Oct 2014
Julie Patenaude | Submitted proposal to DAC | Thu 30 Oct 2014
Julie Patenaude | Set status of proposal - as Full Faculty | Thu 30 Oct 2014
Julie Patenaude | Created proposal | Thu 30 Oct 2014
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You can choose to see only the details of completed tasks (status changes).

Or

You can choose to see all the details every time some worked on this case file.

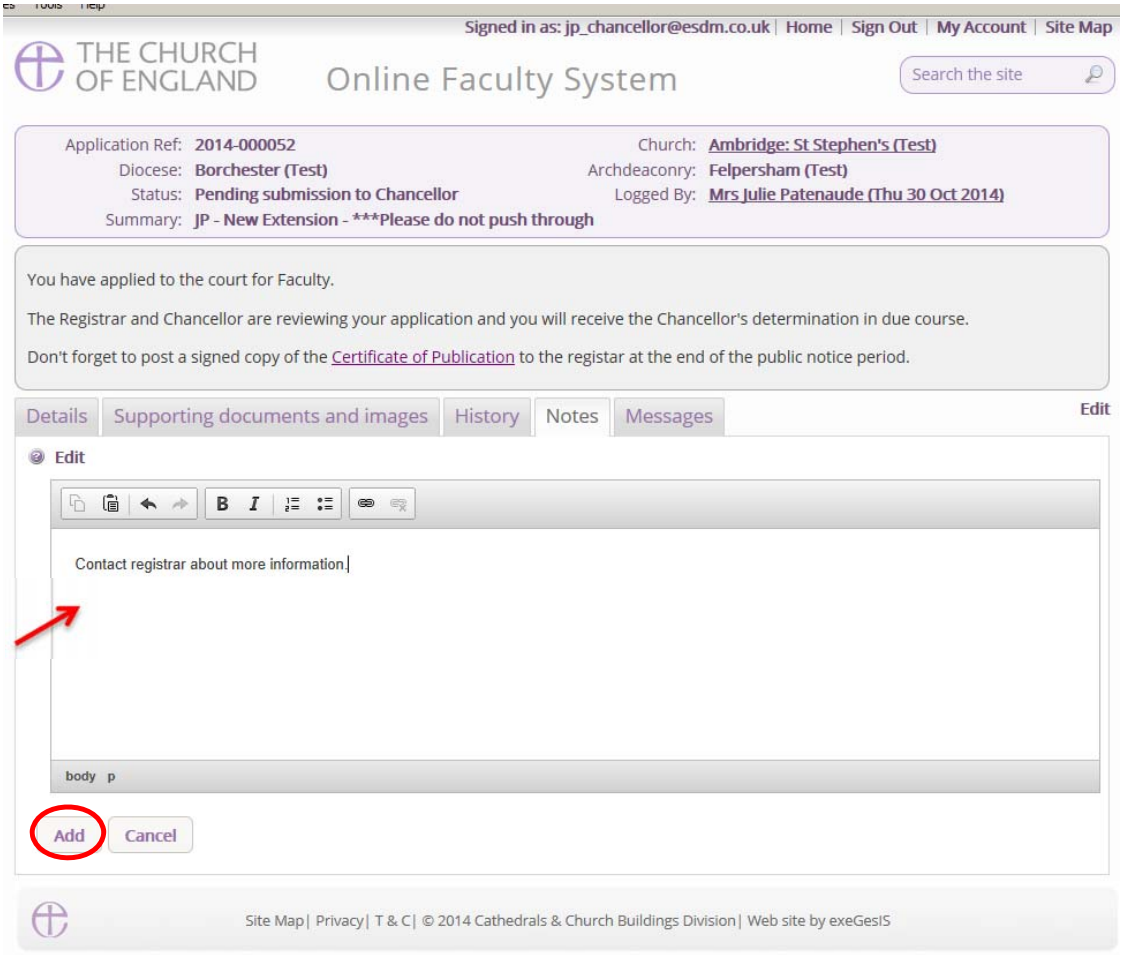
See who worked on this application.

What they did.

And when.

5. The **Notes** tab lets you keep track of your thoughts on a specific application.

Type in the information and click **Add** to save your comments.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
Edit
Contact registrar about more information.
body p
Add
Cancel
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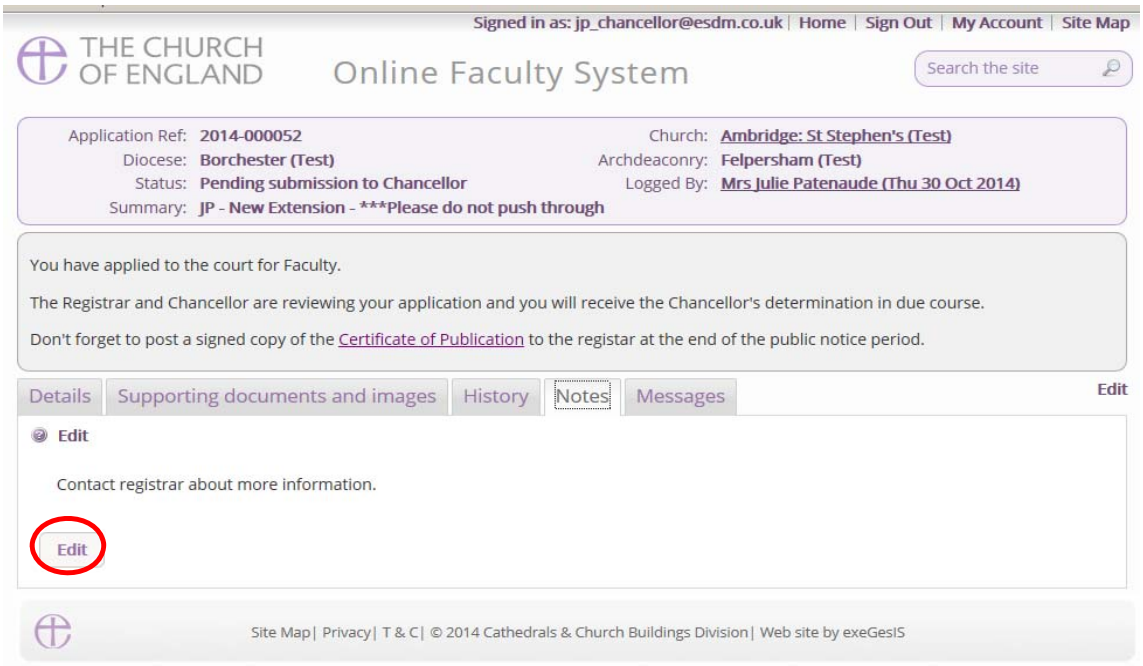
Click **Edit** to make changes or add new information.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
Edit
Contact registrar about more information.
Edit
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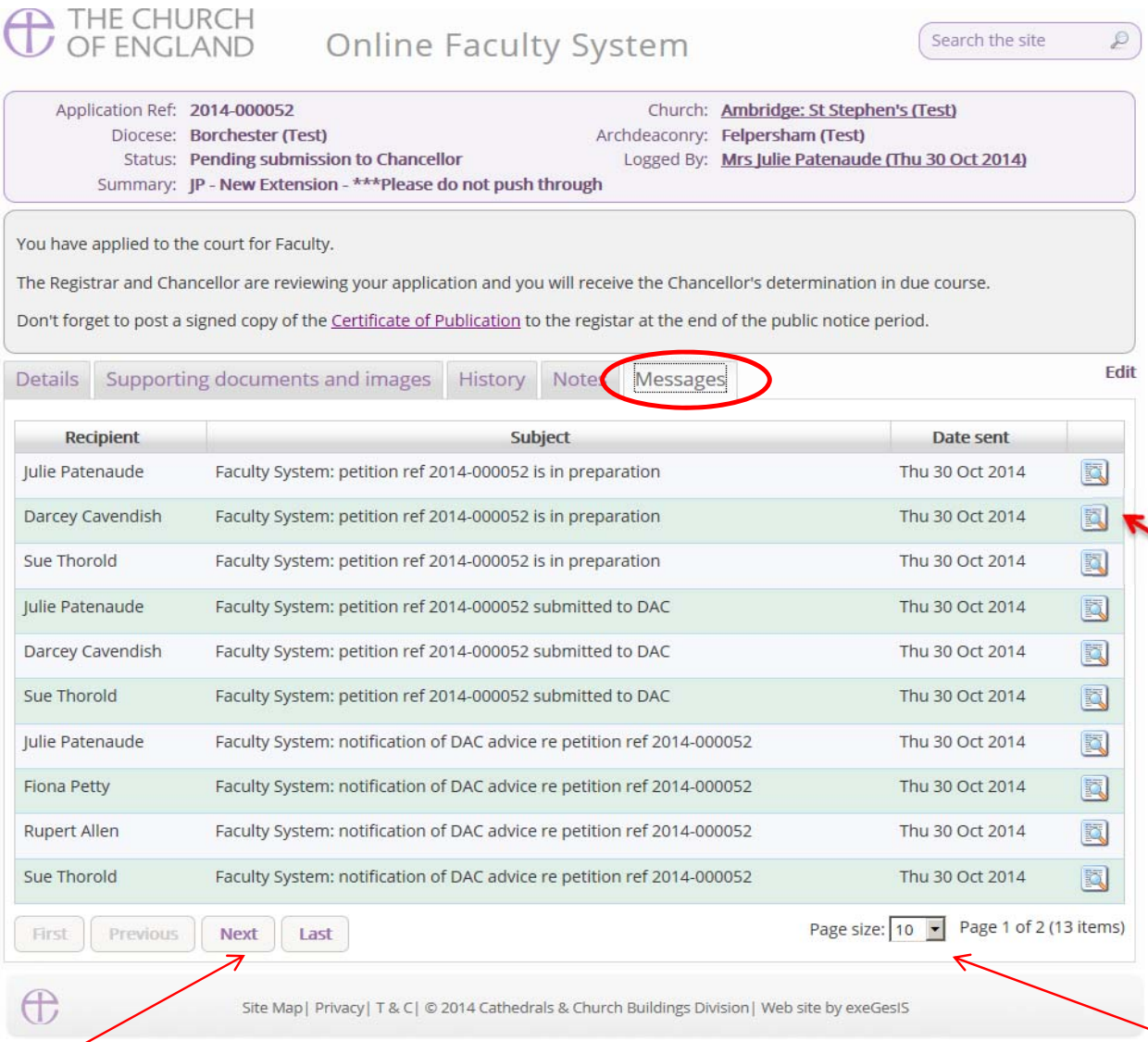
6. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.


THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
Recipient
Subject
Date sent
Julie Patenaude | Faculty System: petition ref 2014-000052 is in preparation | Thu 30 Oct 2014
Darcey Cavendish | Faculty System: petition ref 2014-000052 is in preparation | Thu 30 Oct 2014
Sue Thorold | Faculty System: petition ref 2014-000052 is in preparation | Thu 30 Oct 2014
Julie Patenaude | Faculty System: petition ref 2014-000052 submitted to DAC | Thu 30 Oct 2014
Darcey Cavendish | Faculty System: petition ref 2014-000052 submitted to DAC | Thu 30 Oct 2014
Sue Thorold | Faculty System: petition ref 2014-000052 submitted to DAC | Thu 30 Oct 2014
Julie Patenaude | Faculty System: notification of DAC advice re petition ref 2014-000052 | Thu 30 Oct 2014
Fiona Petty | Faculty System: notification of DAC advice re petition ref 2014-000052 | Thu 30 Oct 2014
Rupert Allen | Faculty System: notification of DAC advice re petition ref 2014-000052 | Thu 30 Oct 2014
Sue Thorold | Faculty System: notification of DAC advice re petition ref 2014-000052 | Thu 30 Oct 2014
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See who received the email, what the subject was, and when it was sent.

Click on the **View** icon to read an email

Change how many emails you see at any one time

Navigate through the pages.

Receiving Emails from the Online Faculty System

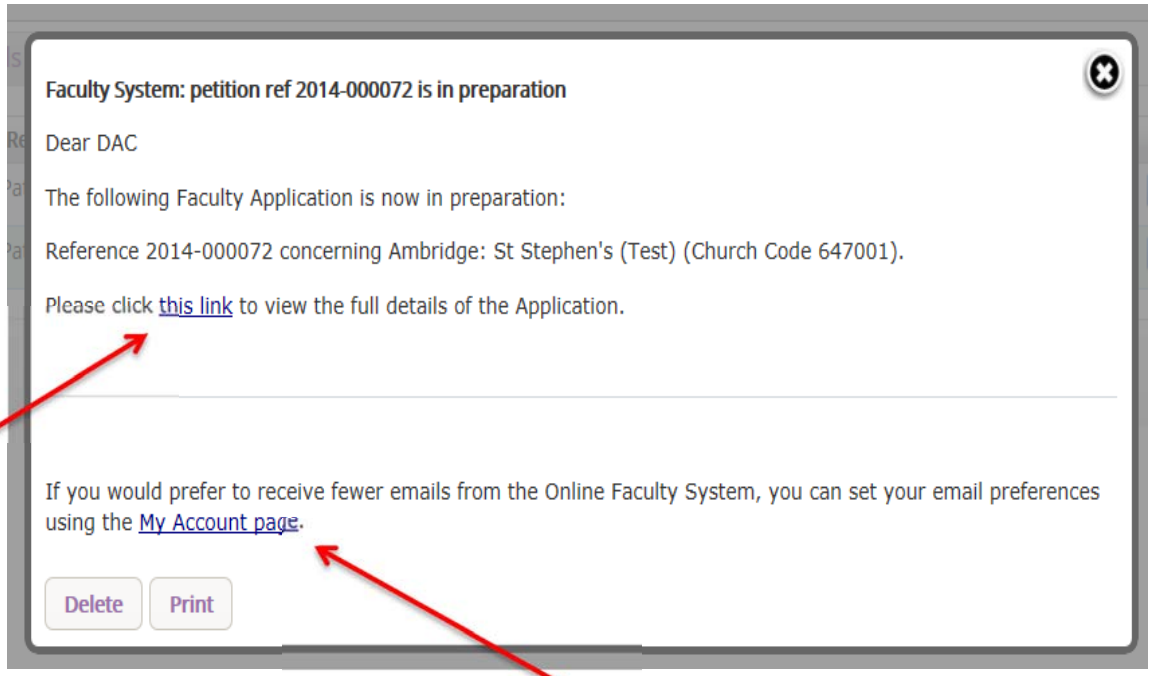
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see *Navigating your Dashboard* page 22)
3. In each individual case file under the Messages tab (see *Navigating a Case File* page 27)

As a DAC Secretary, you will receive an email from the Online Faculty System every time:

1. A parish begins an application
2. A parish submits an application to you for informal advice
3. A parish submits a formal faculty application to the Registrar & Chancellor
4. At the end of the public notice period
5. When the Registrar informs you of the Chancellor's determination


Faculty System: petition ref 2014-000072 is in preparation
Dear DAC
The following Faculty Application is now in preparation:
Reference 2014-000072 concerning Ambridge: St Stephen's (Test) (Church Code 647001).
Please click this link to view the full details of the Application.
If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences using the My Account page.
Delete
Print

Click on the link to open the application's case file.

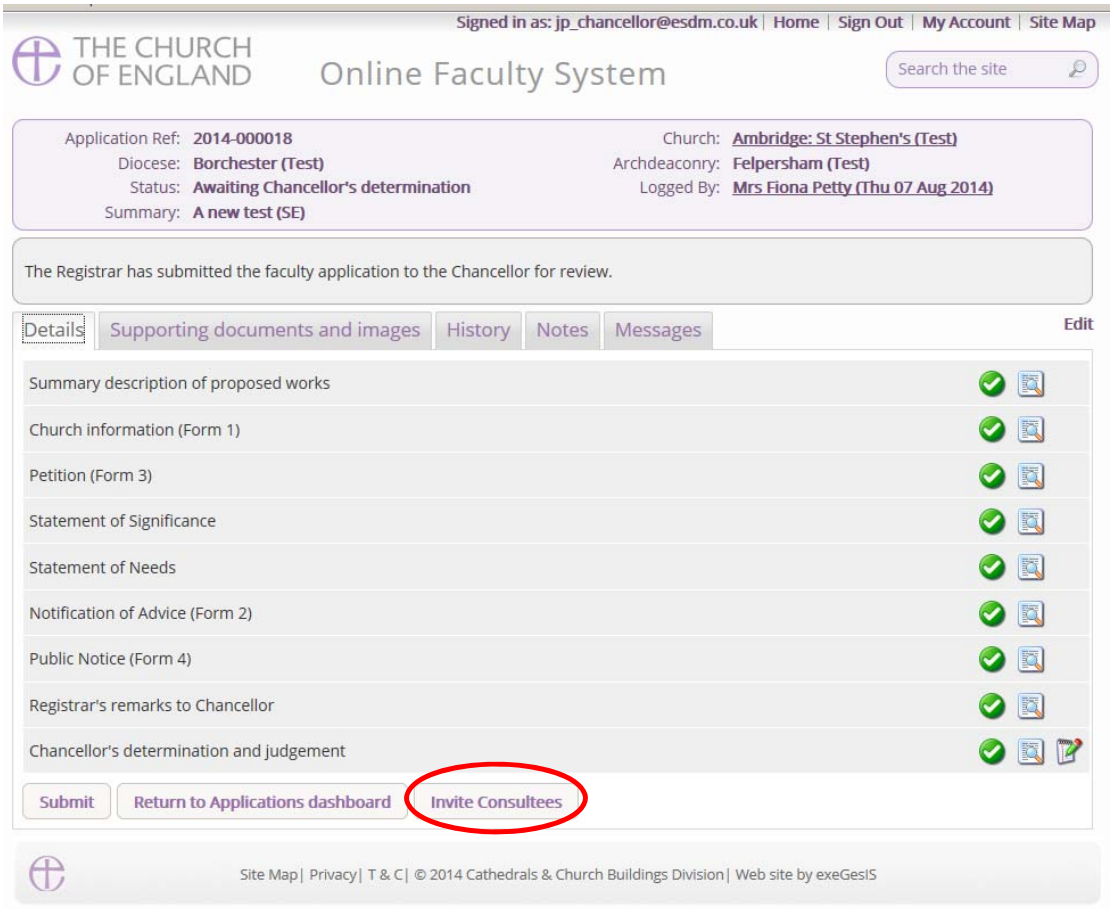
You will be asked to Sign In before you are given access to the documents.

Click here to change the way you receive emails and manage your account.

Inviting External Consultees to View an Application

In circumstances where you need to send the application to external members for consultation,

1. Go to an application's case file (see *Navigating a Case File* page 27)
2. Click **Invite Consultee**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Summary description of proposed works
Church information (Form 1)
Petition (Form 3)
Statement of Significance
Statement of Needs
Notification of Advice (Form 2)
Public Notice (Form 4)
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Submit
Return to Applications dashboard
Invite Consultees
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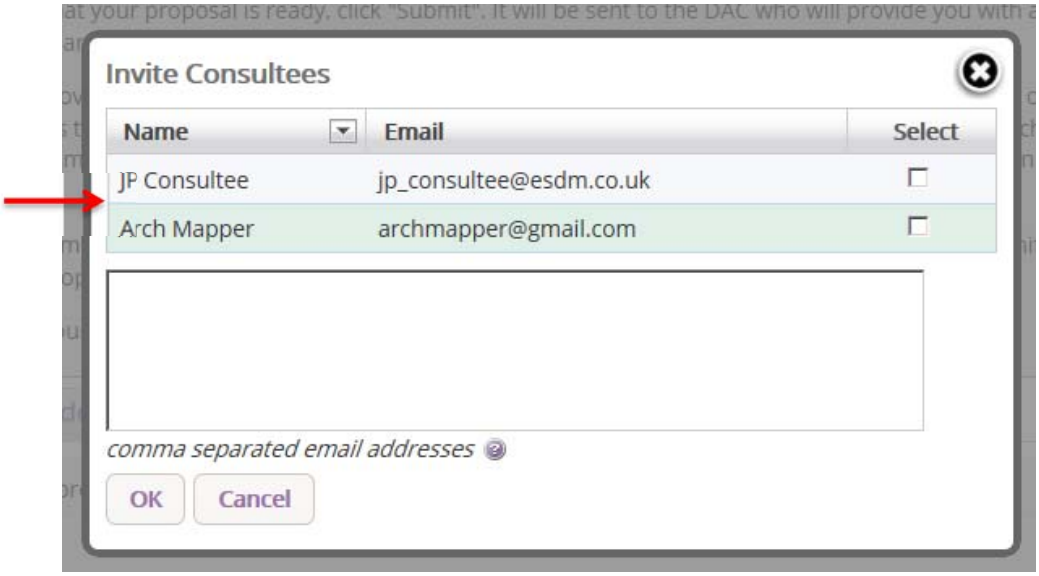
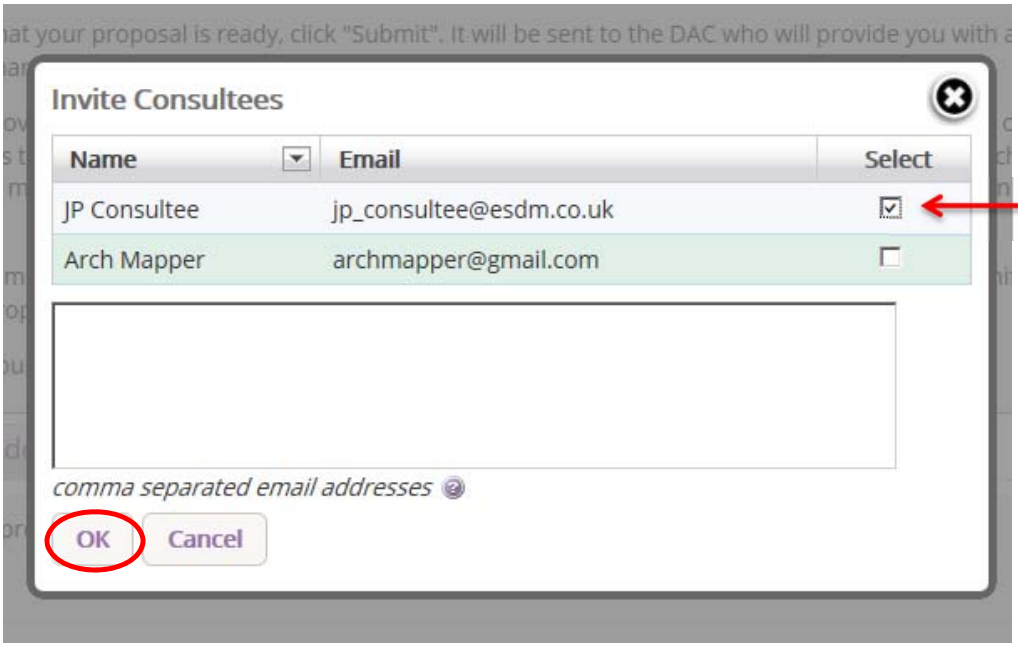
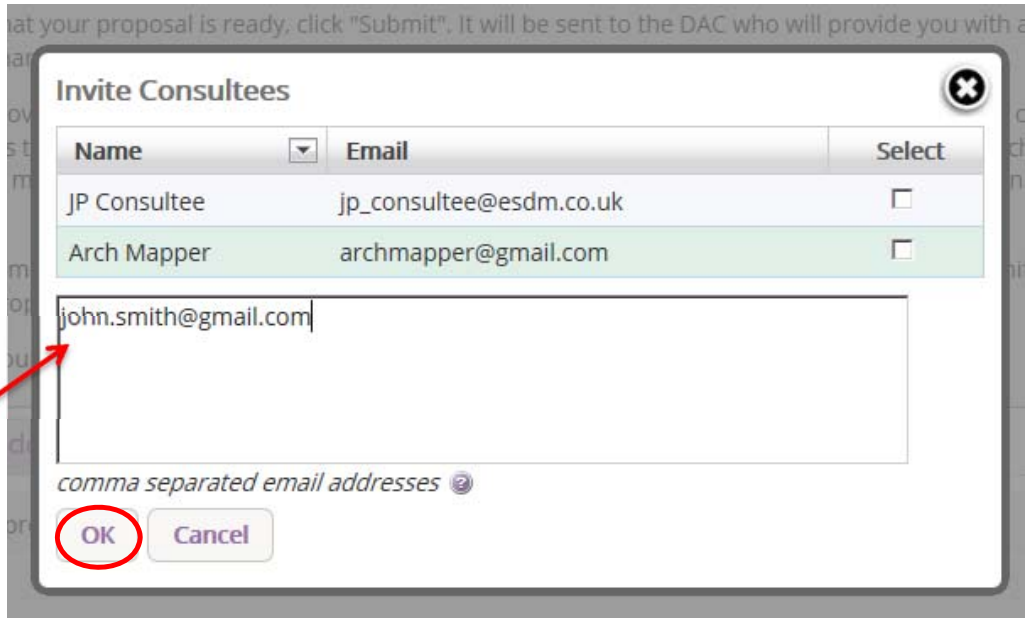
3. See if the individual(s) to whom you are sending the application is already registered



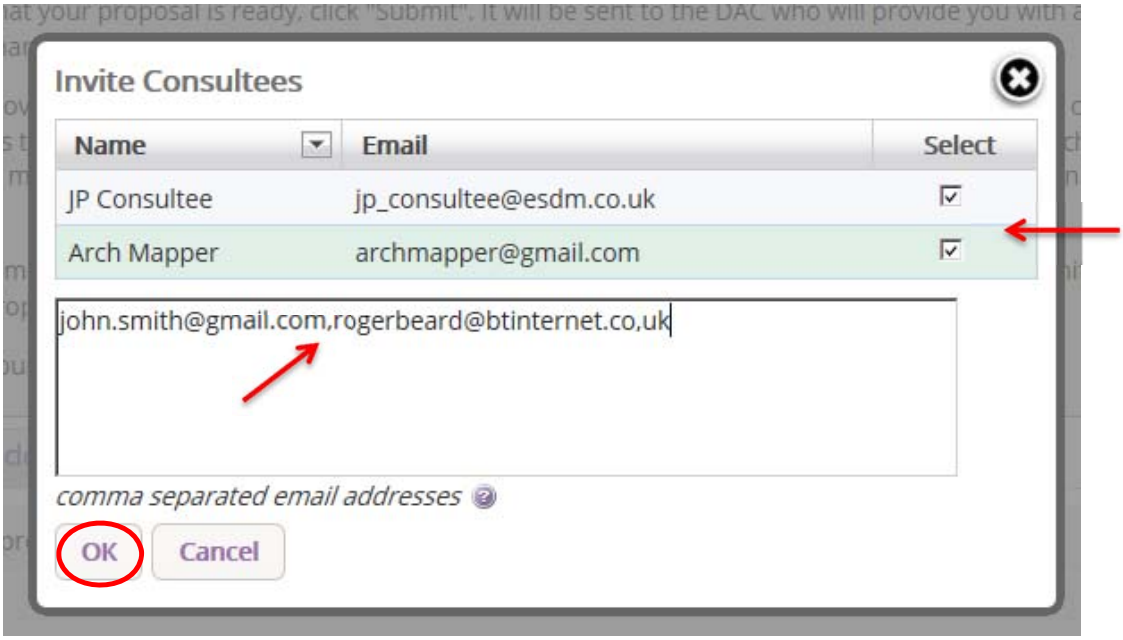
4. If yes, **select them** from the list and click **Ok** to invite that consultee



5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.



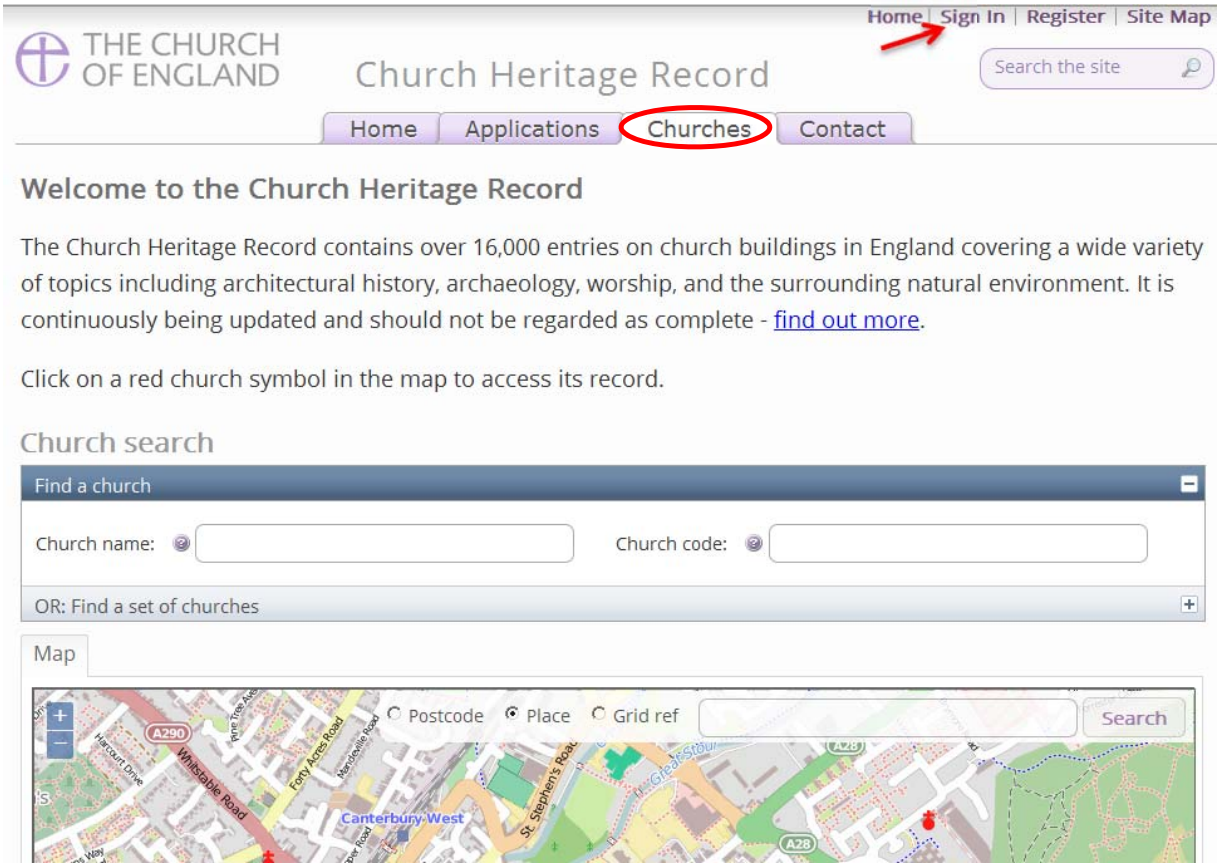
6. You can invite more than one person at a time to view the application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).



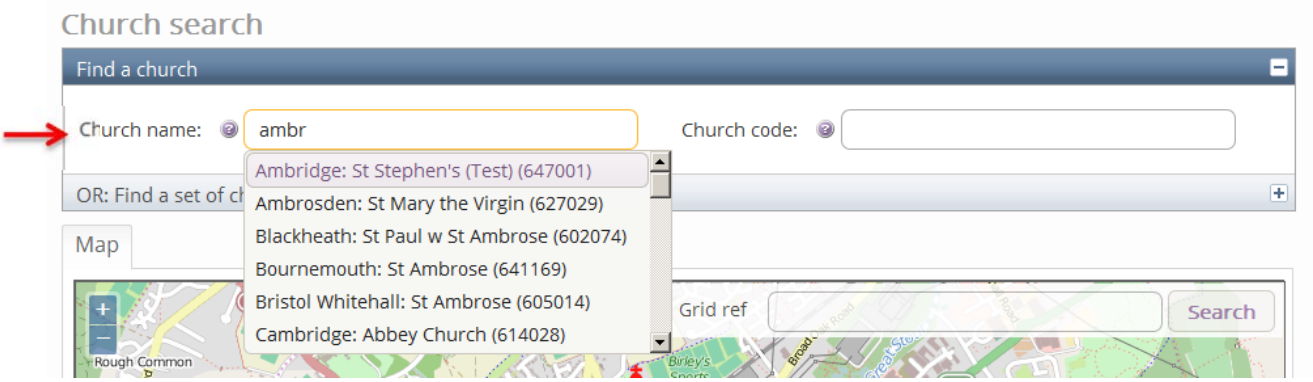
Starting Faculty Applications on behalf of Parishes

When you are ready to begin a Faculty application on behalf of a parish in your diocese:

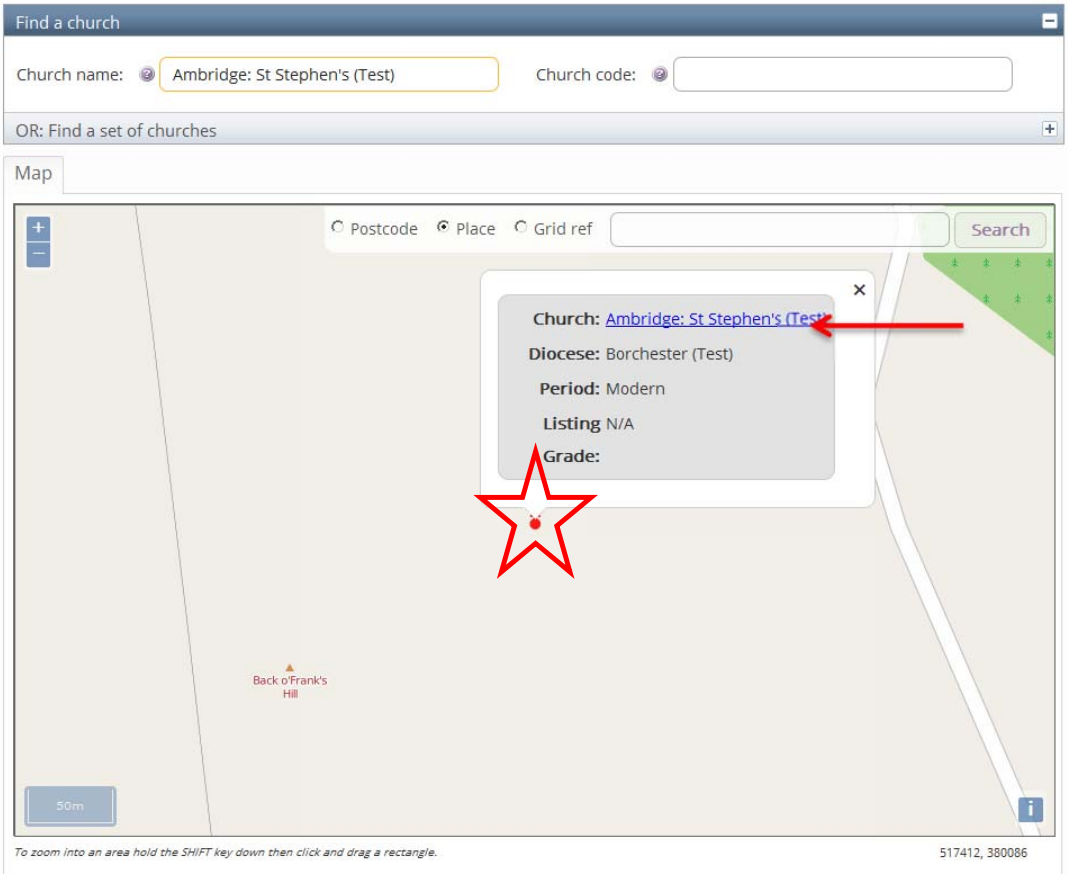
1. Go to the **Church Heritage Record** https://facultyonline.churchofengland.org/churches
2. **Sign In**


Home
Sign In
Register
Site Map
THE CHURCH OF ENGLAND
Church Heritage Record
Search the site
Home
Applications
Churches
Contact
Welcome to the Church Heritage Record
The Church Heritage Record contains over 16,000 entries on church buildings in England covering a wide variety of topics including architectural history, archaeology, worship, and the surrounding natural environment. It is continuously being updated and should not be regarded as complete - find out more.
Click on a red church symbol in the map to access its record.
Church search
Find a church
Church name:
Church code:
OR: Find a set of churches
Map
Postcode
Place
Grid ref
Search
Canterbury West

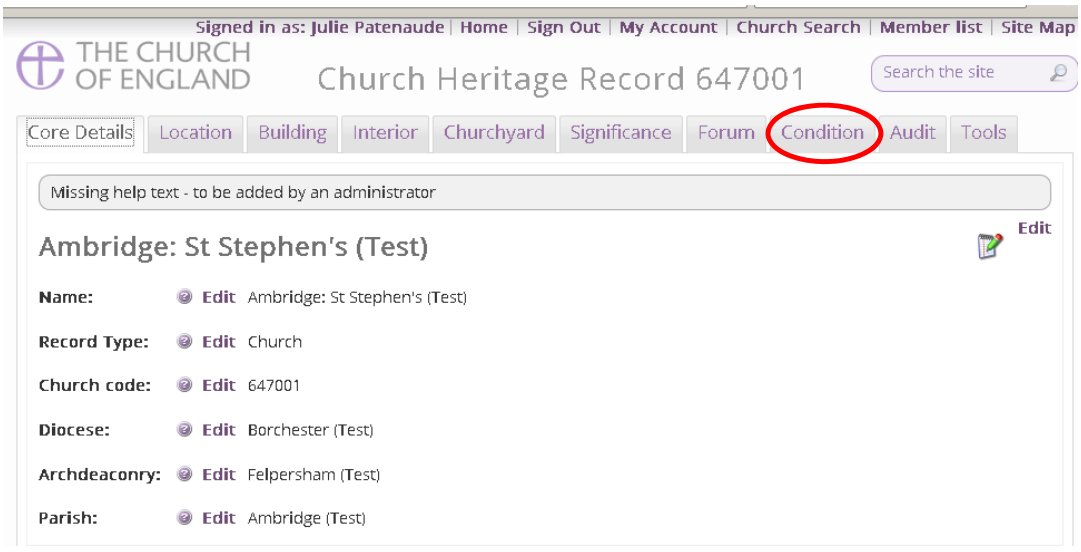
3. Use the Church Search function to locate the specific church building
    a. Select **Find a church**
    b. Enter the church's **name** OR
    c. Enter the church's **code**



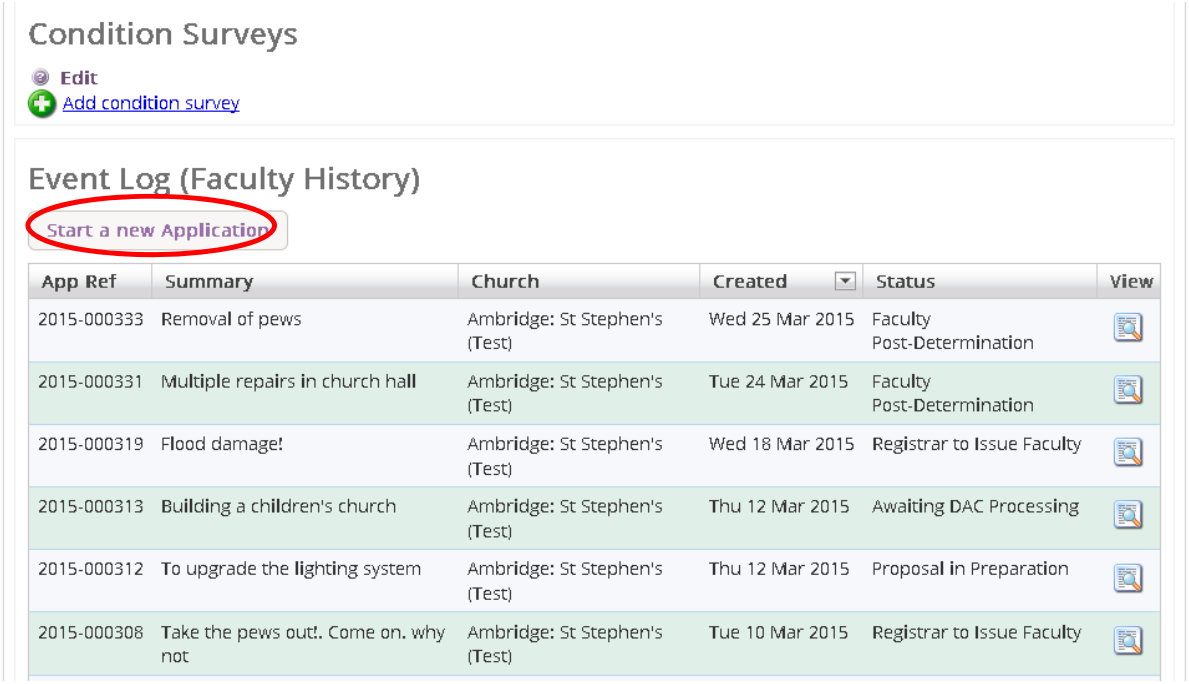
4. Click on the **red dot** symbolising the church building. This will open a summary information box. Click on the **church's name** to open the record.



5. In the Church Heritage Record for your specific church building, go to the **Condition** tab
*Please note that you will only have access to this tab if you are logged in as DAC Secretary.



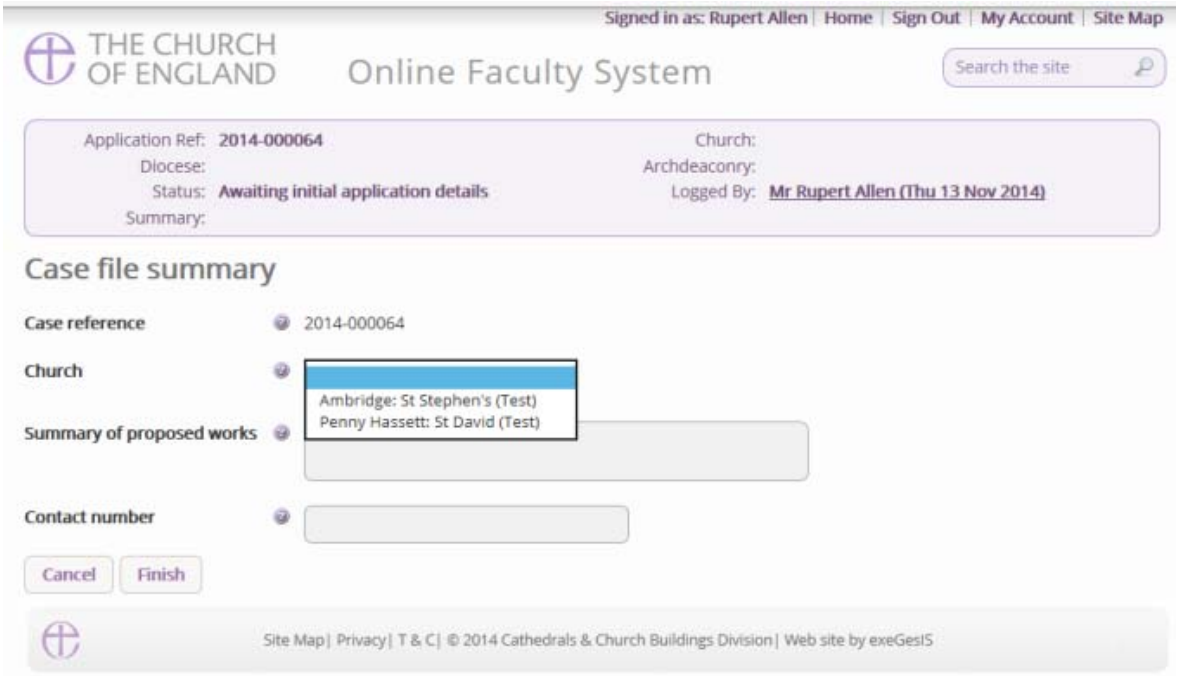
6. Scroll down the page to Event Log (Faculty History)
7. Click **Start a new application**



App Ref	Summary	Church	Created	Status	View
2015-000333	Removal of pews	Ambridge: St Stephen's (Test)	Wed 25 Mar 2015	Faculty Post-Determination	
2015-000331	Multiple repairs in church hall	Ambridge: St Stephen's (Test)	Tue 24 Mar 2015	Faculty Post-Determination	
2015-000319	Flood damage!	Ambridge: St Stephen's (Test)	Wed 18 Mar 2015	Registrar to Issue Faculty	
2015-000313	Building a children's church	Ambridge: St Stephen's (Test)	Thu 12 Mar 2015	Awaiting DAC Processing	
2015-000312	To upgrade the lighting system	Ambridge: St Stephen's (Test)	Thu 12 Mar 2015	Proposal in Preparation	
2015-000308	Take the pews out!. Come on. why not	Ambridge: St Stephen's (Test)	Tue 10 Mar 2015	Registrar to Issue Faculty	

Case File Summary

1. Complete the Case File Summary
    a. The Case Reference will appear automatically
    b. The name of the church will appear automatically


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese:
Status: Awaiting initial application details
Summary:
Church:
Archdeaconry:
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Case file summary
Case reference
2014-000064
Church
Ambridge: St Stephen's (Test)
Penny Hassett: St David (Test)
Summary of proposed works
Contact number
Cancel
Finish
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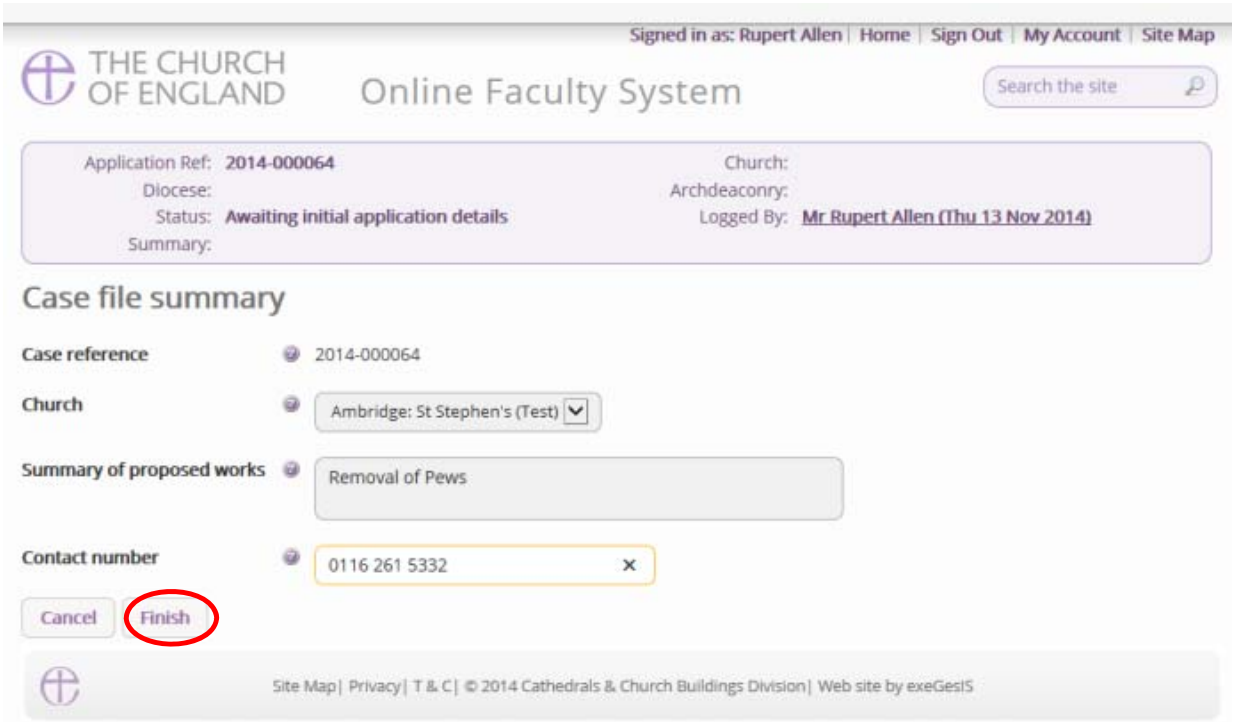
2. Enter a **brief** summary (max 10 words) of the works into the **Summary of proposed works box**
3. Enter a contact telephone number into the next box
4. Click **Finish**


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese:
Status: Awaiting initial application details
Summary:
Church:
Archdeaconry:
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Case file summary
Case reference
2014-000064
Church
Ambridge: St Stephen's (Test)
Summary of proposed works
Removal of Pews
Contact number
0116 261 5332
Cancel
Finish
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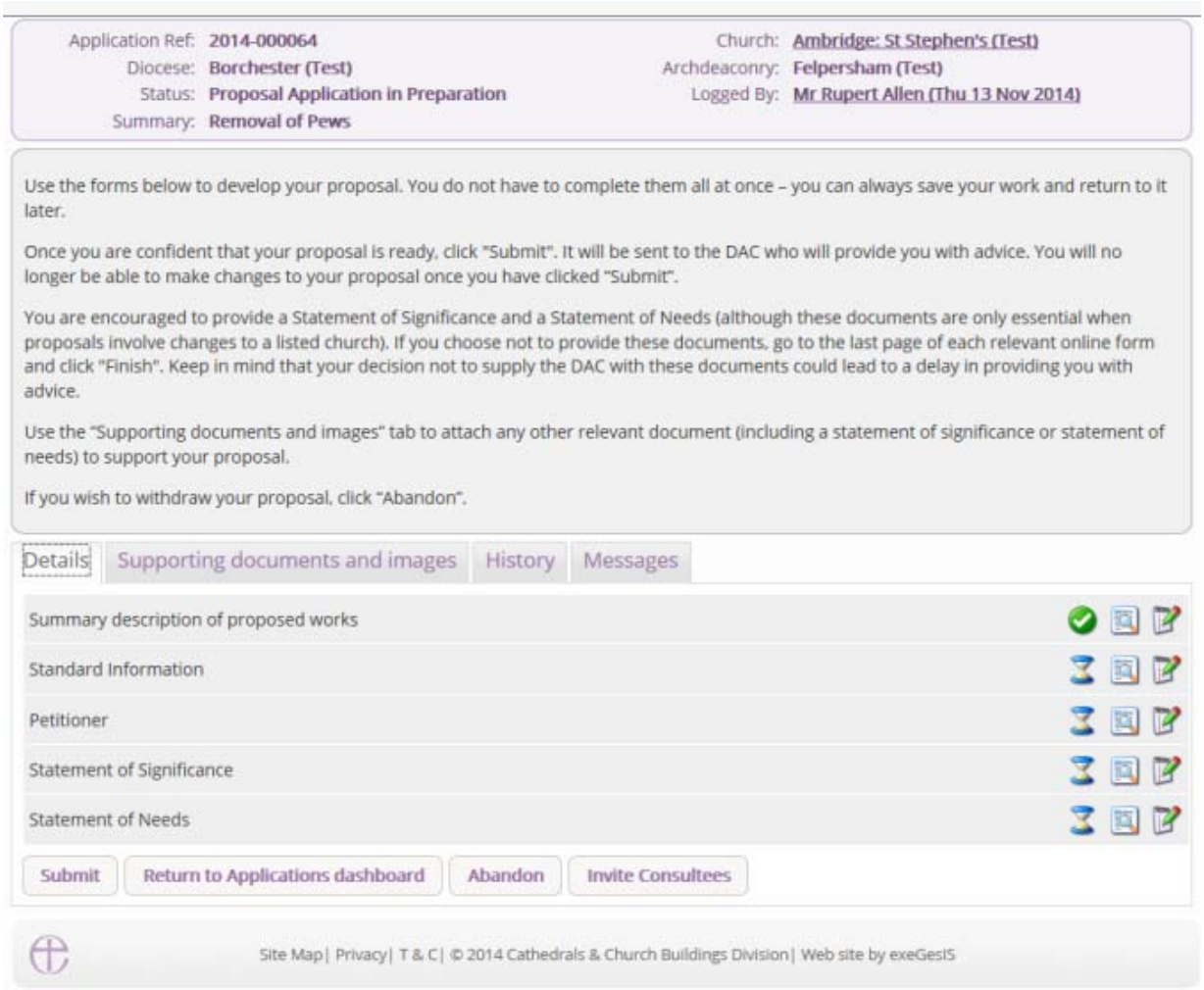
You have successfully begun a new faculty proposal and created a case file.


Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal Application in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petitioner
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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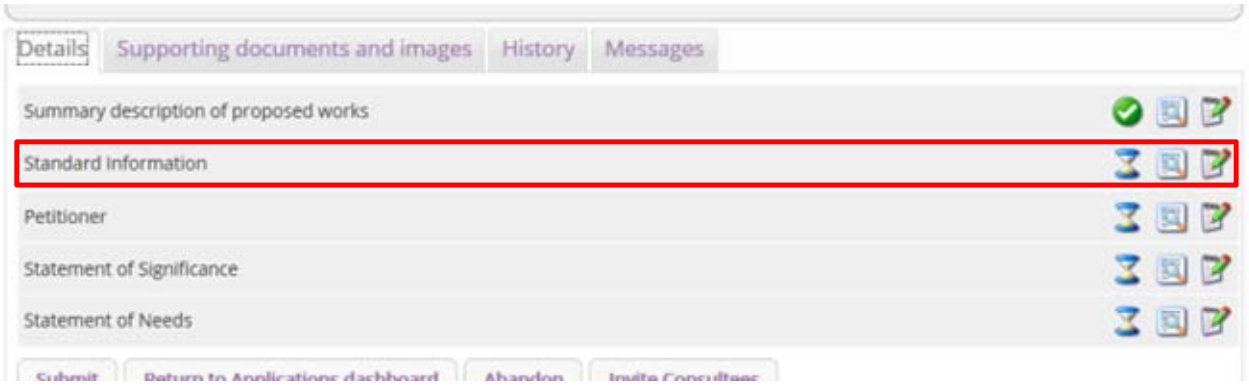
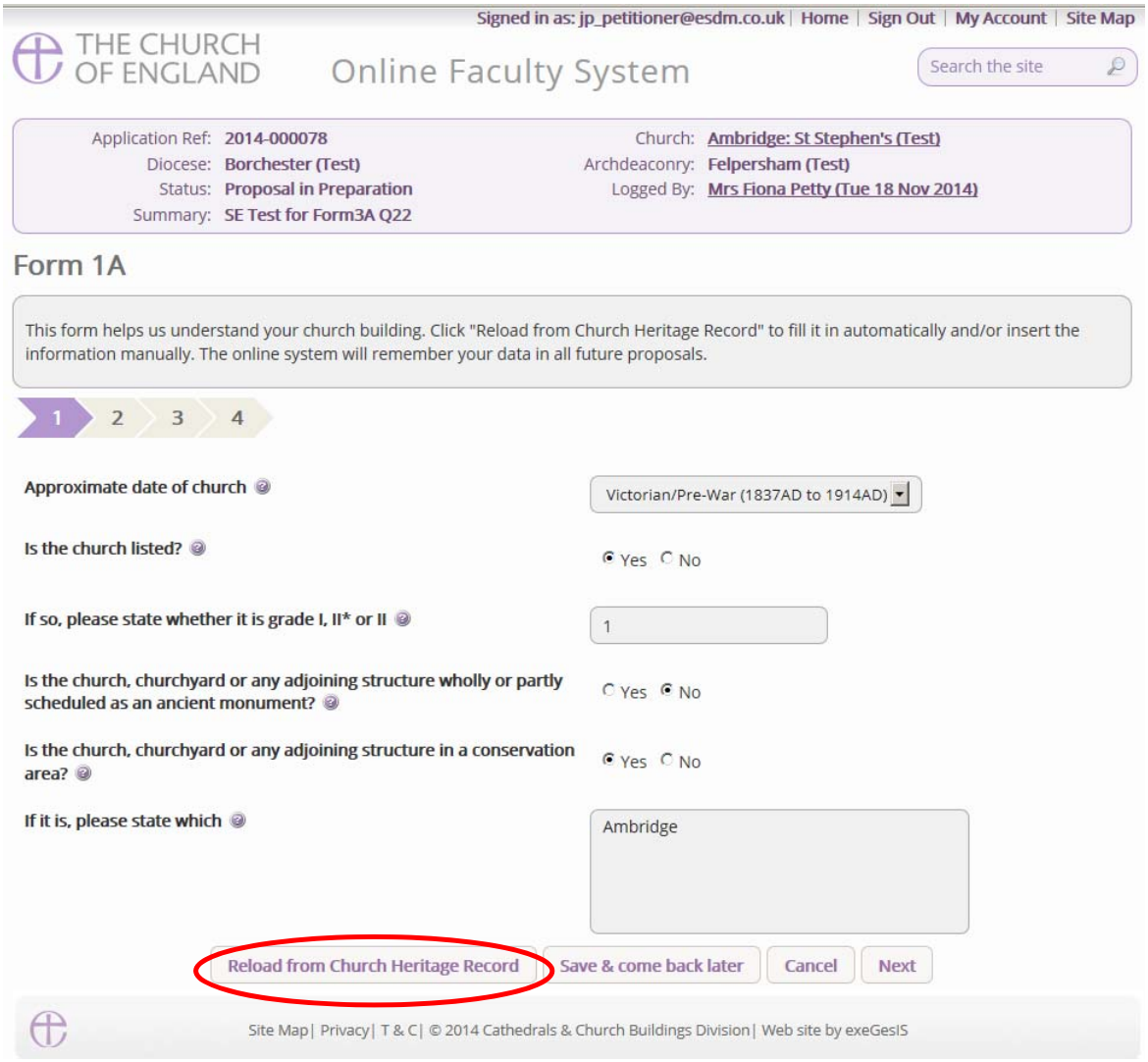
For more on navigating a case file, see page 27.

Standard Information

1. Complete the Standard Information Form. Click the **Edit** icon.



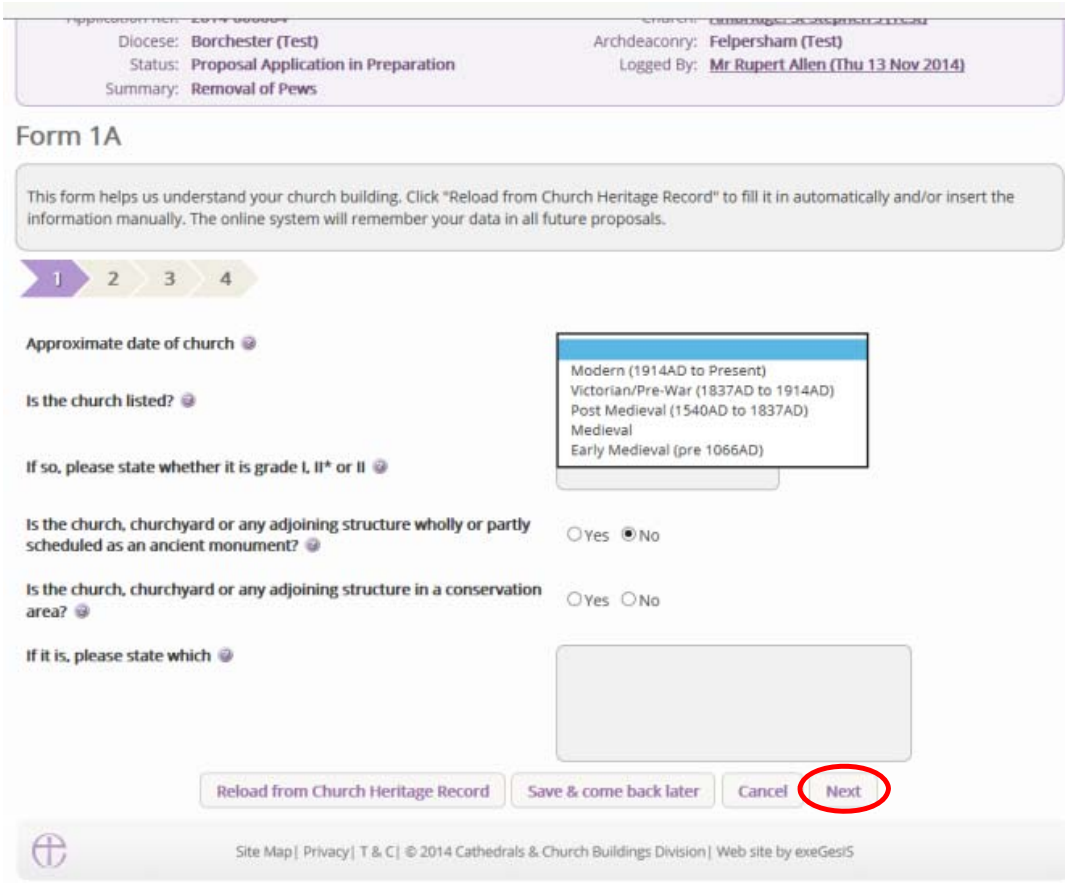
2. **First**, click **Reload from Church Heritage Record**. If the church building's record has already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you.


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000078
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: SE Test for Form3A Q22
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Tue 18 Nov 2014)
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Approximate date of church
Victorian/Pre-War (1837AD to 1914AD)
Is the church listed?
Yes No
If so, please state whether it is grade I, II* or II
1
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?
Yes No
Is the church, churchyard or any adjoining structure in a conservation area?
Yes No
If it is, please state which
Ambridge
Reload from Church Heritage Record
Save & come back later
Cancel
Next
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

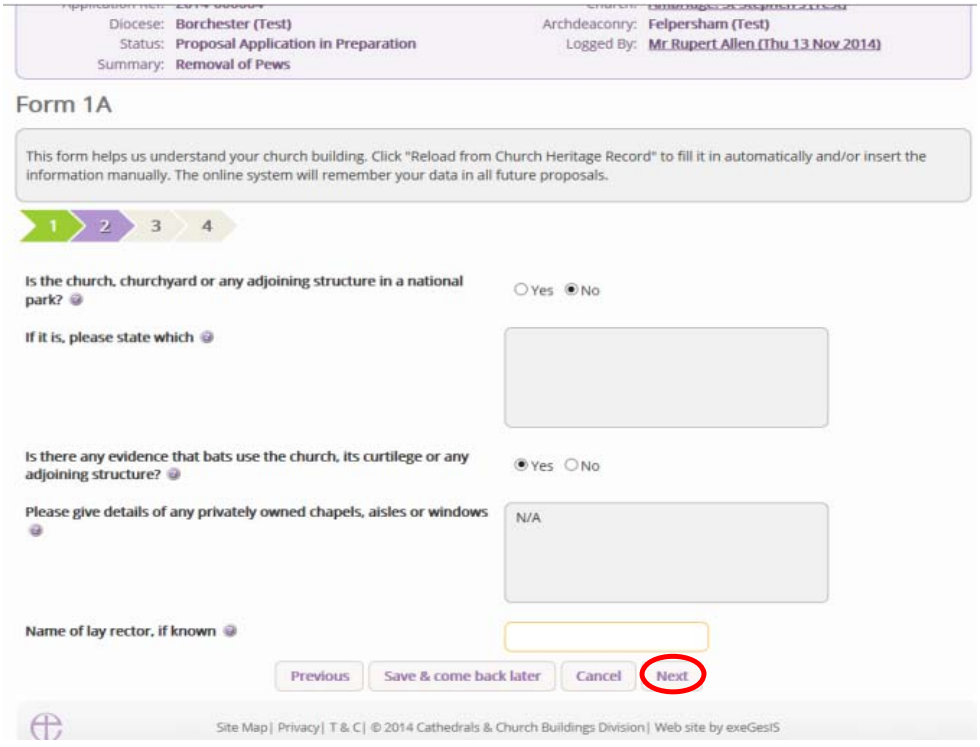
3. You will get this prompt. Any information you have already entered yourself will be overwritten. **Click Ok** to proceed or press cancel to complete the form manually.

Reload from the CHR
Warning: this will overwrite any existing information on the form with data from the Church Heritage Record. Please check the CHR first. Would you like to proceed?
Ok
Cancel

4. Insert any missing information manually, and **click Next** to continue on to the next page. At any time, you can save your work and return to it another day by clicking **Save & come back later**


Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Status: Proposal Application in Preparation
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary: Removal of Pews
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Approximate date of church
Is the church listed?
If so, please state whether it is grade I, II* or II
Modern (1914AD to Present)
Victorian/Pre-War (1837AD to 1914AD)
Post Medieval (1540AD to 1837AD)
Medieval
Early Medieval (pre 1066AD)
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?
Yes No
Is the church, churchyard or any adjoining structure in a conservation area?
Yes No
If it is, please state which
Reload from Church Heritage Record
Save & come back later
Cancel
Next
Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

5. Complete the second page and click **Next**.


Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Status: Proposal Application in Preparation
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary: Removal of Pews
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Is the church, churchyard or any adjoining structure in a national park?
Yes No
If it is, please state which
Is there any evidence that bats use the church, its curtilege or any adjoining structure?
Yes No
Please give details of any privately owned chapels, aisles or windows
N/A
Name of lay rector, if known
Previous
Save & come back later
Cancel
Next
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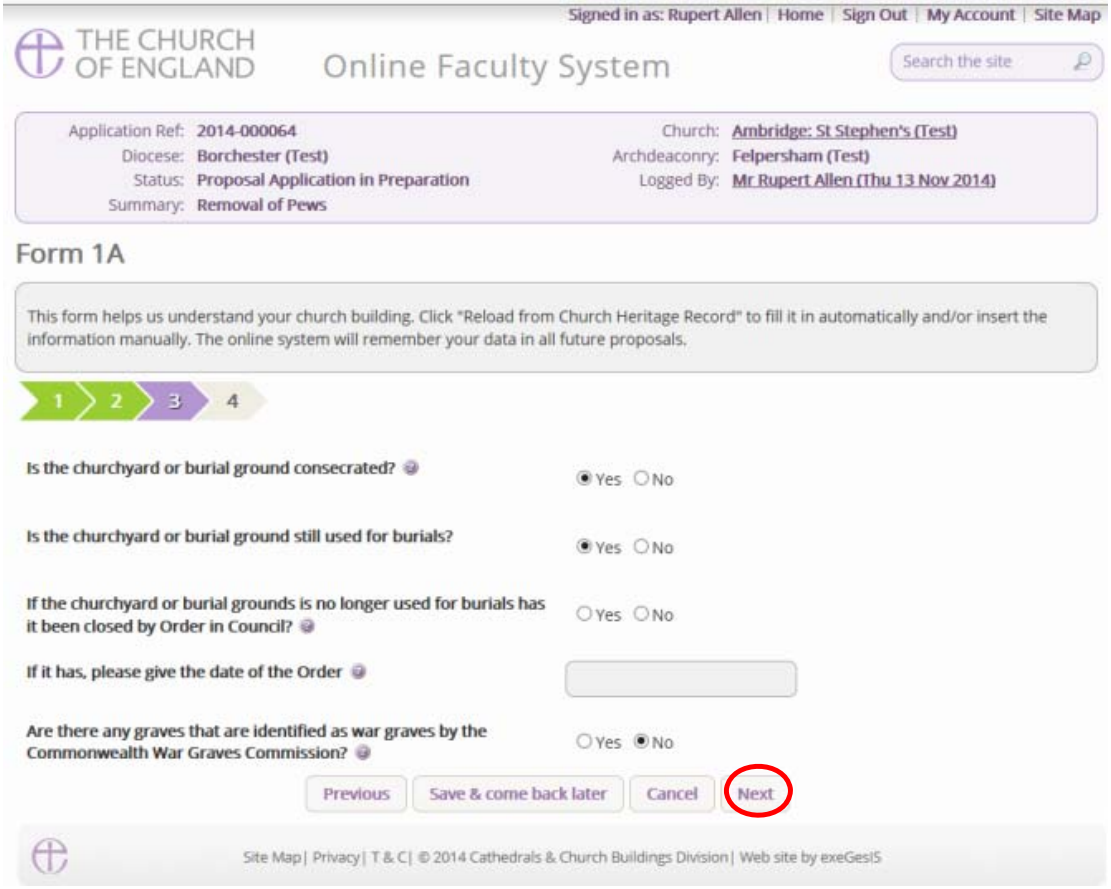
6. Complete the third page and click **Next.**


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal Application in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Is the churchyard or burial ground consecrated? Yes No
Is the churchyard or burial ground still used for burials? Yes No
If the churchyard or burial grounds is no longer used for burials has it been closed by Order in Council? Yes No
If it has, please give the date of the Order
Are there any graves that are identified as war graves by the Commonwealth War Graves Commission? Yes No
Previous
Save & come back later
Cancel
Next
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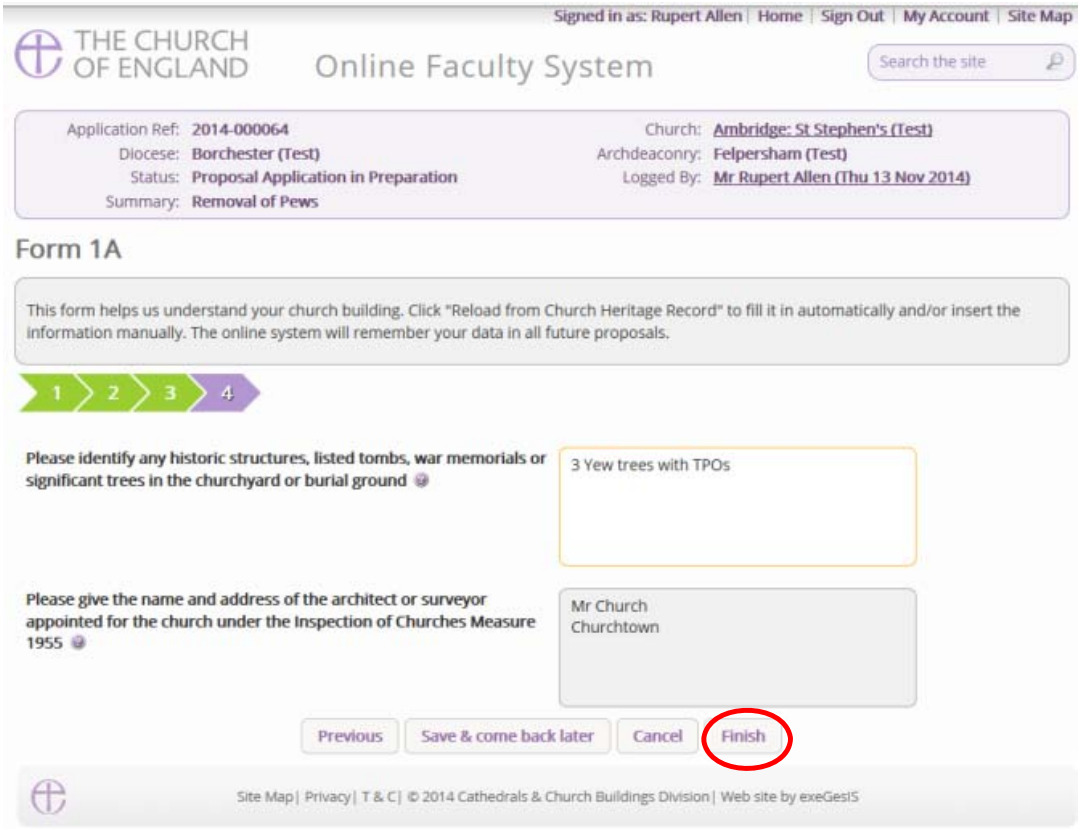
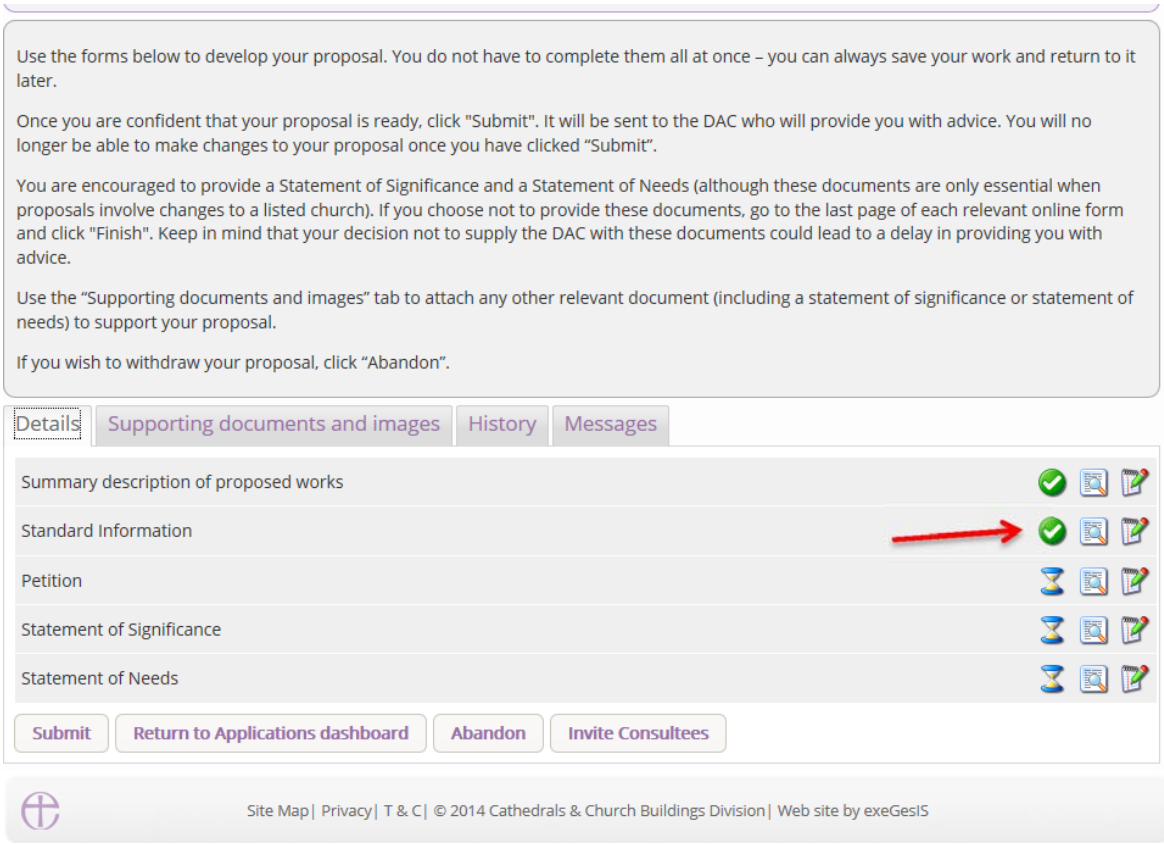
7. Complete the last page and click **Finish**


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal Application in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground
3 Yew trees with TPOs
Please give the name and address of the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955
Mr Church
Churchtown
Previous
Save & come back later
Cancel
Finish
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

8. The form is now complete


Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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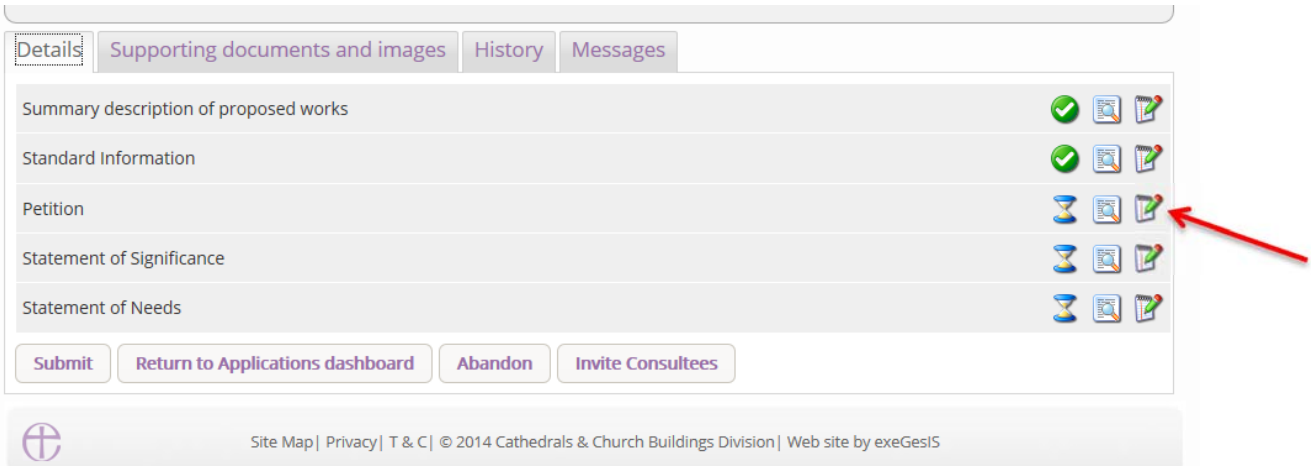
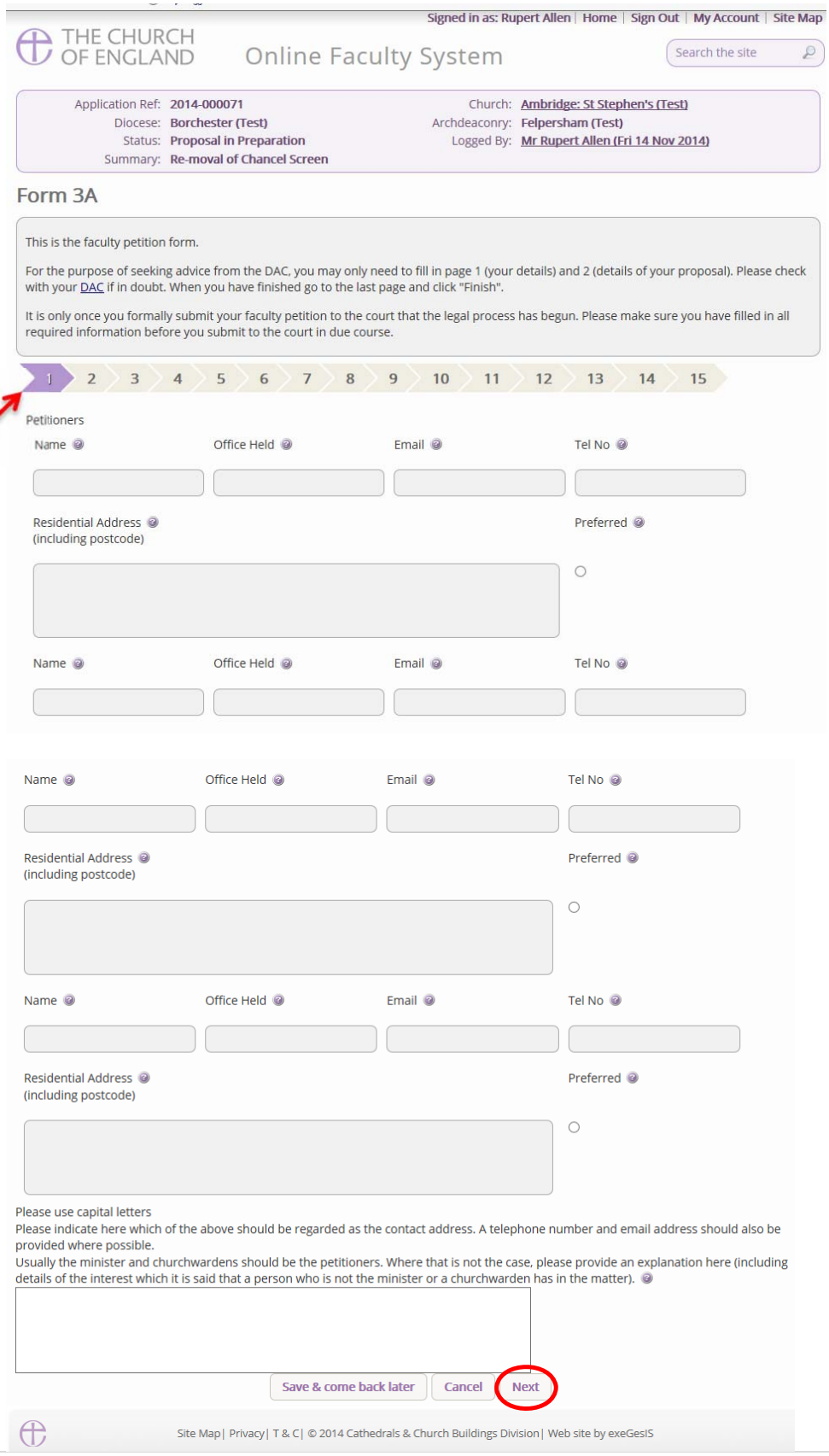
Petition

1. To complete the petition form, click the **Edit** icon to begin



2. Navigate the petition form by selecting a **specific step** on the row of numbers at the top of the page or by clicking **Next** at the bottom of the page.
3. At any time, you can save your work and return to it another day by clicking **Save & come back later**


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000071
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: Re-moval of Chancel Screen
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Fri 14 Nov 2014)
Form 3A
This is the faculty petition form.
For the purpose of seeking advice from the DAC, you may only need to fill in page 1 (your details) and 2 (details of your proposal). Please check with your DAC if in doubt. When you have finished go to the last page and click "Finish".
It is only once you formally submit your faculty petition to the court that the legal process has begun. Please make sure you have filled in all required information before you submit to the court in due course.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
Petitioners
Name
Office Held
Email
Tel No
Residential Address (including postcode)
Preferred
Please use capital letters
Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.
Usually the minister and churchwardens should be the petitioners. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).
Save & come back later
Cancel
Next
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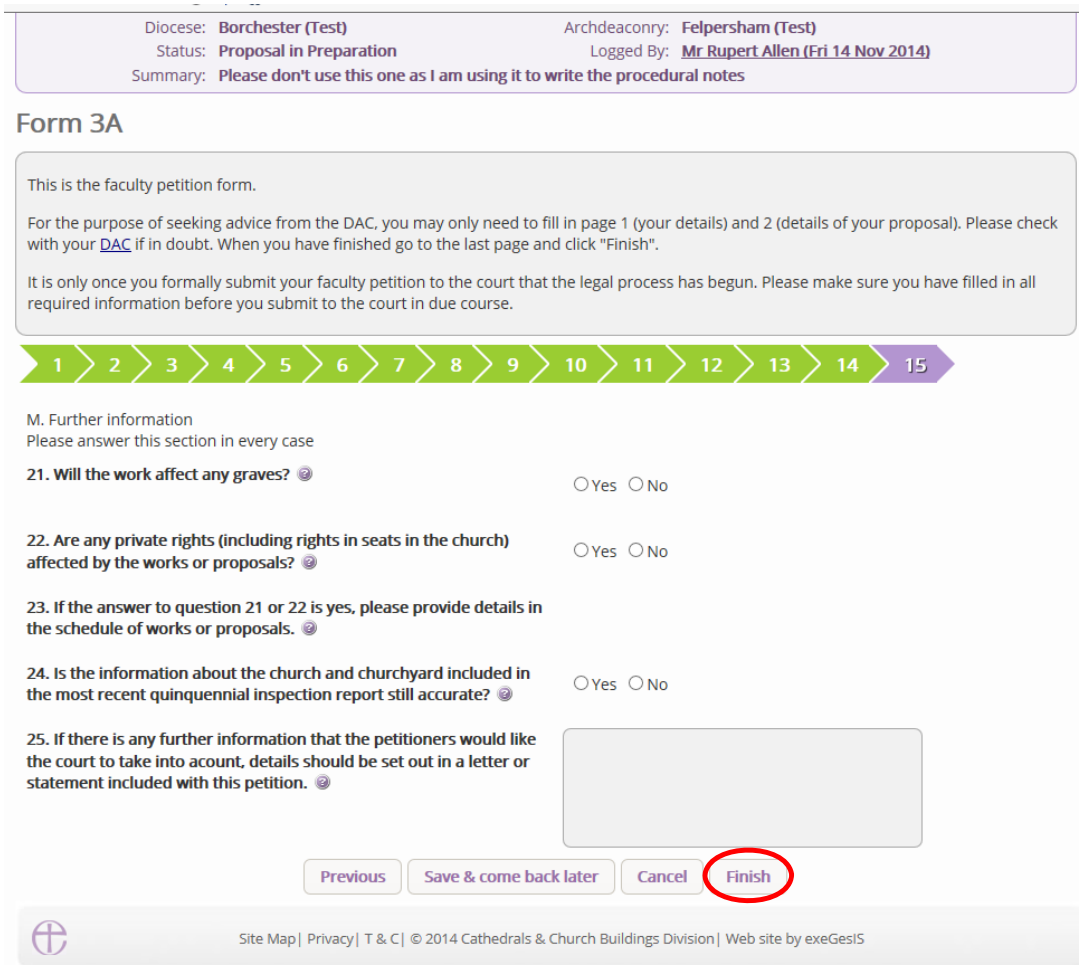
4. Once you have completed as much information as you can, go to **step 15 and click Finish**.


Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Status: Proposal in Preparation
Logged By: Mr Rupert Allen (Fri 14 Nov 2014)
Summary: Please don't use this one as I am using it to write the procedural notes
Form 3A
This is the faculty petition form.
For the purpose of seeking advice from the DAC, you may only need to fill in page 1 (your details) and 2 (details of your proposal). Please check with your DAC if in doubt. When you have finished go to the last page and click "Finish".
It is only once you formally submit your faculty petition to the court that the legal process has begun. Please make sure you have filled in all required information before you submit to the court in due course.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
M. Further information
Please answer this section in every case
21. Will the work affect any graves? Yes No
22. Are any private rights (including rights in seats in the church) affected by the works or proposals? Yes No
23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals.
24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate? Yes No
25. If there is any further information that the petitioners would like the court to take into acount, details should be set out in a letter or statement included with this petition.
Previous
Save & come back later
Cancel
Finish
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5. The form is now complete

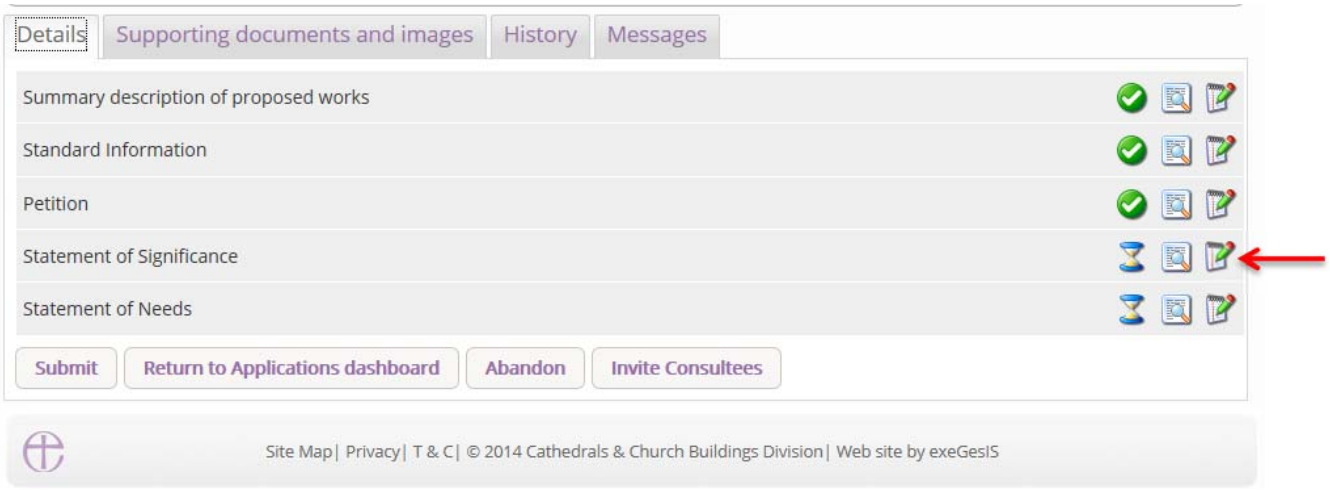
Statement of Significance

You are encouraged to provide a **Statement of Significance** (although this document is only essential when proposals involve changes to a listed church).

Click here for guidance on writing statements of significance.

If you choose **not** to provide at statement of significance:

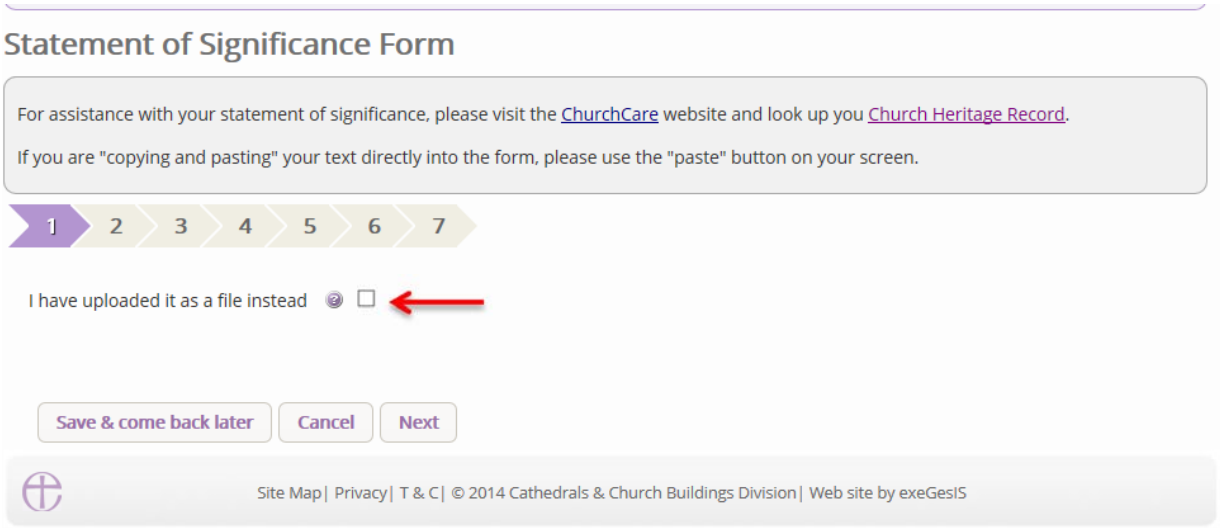
1. Click the **edit** icon on the statement of significance



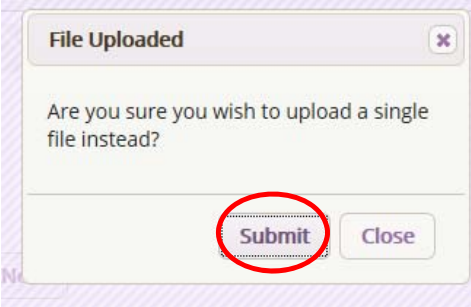
2. Go to the **last page** and click **Finish**.

If you choose to **attach** a pre-prepared statement of signifiance as a Word or PDF document instead of completing the online form:

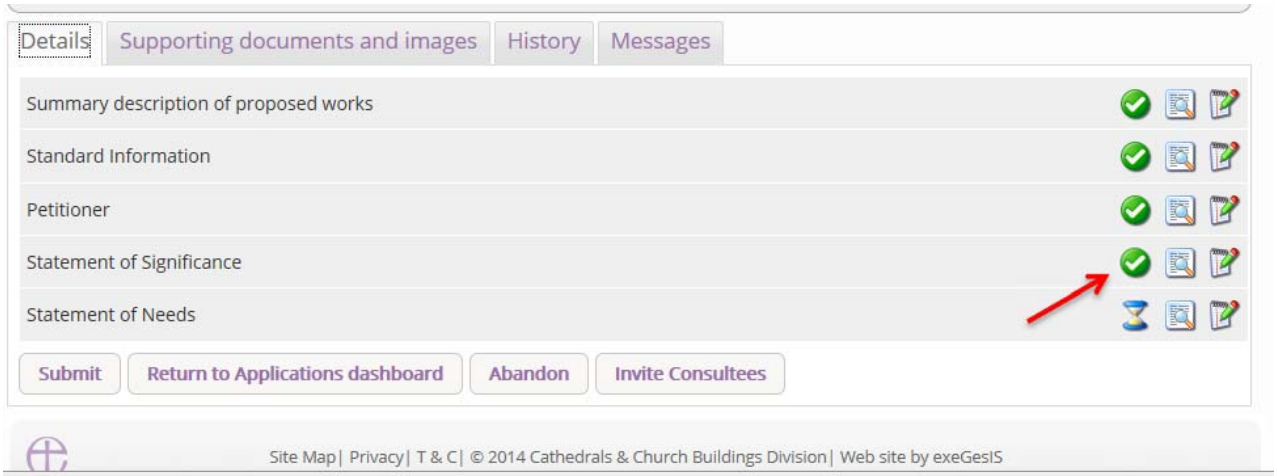
1. Click the **edit** icon on the statement of signifiance
2. **Tick** the box indicating that you have choosen to upload a file instead


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1
2
3
4
5
6
7
I have uploaded it as a file instead
Save & come back later
Cancel
Next
Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

3. You will see this prompt. Click **Submit** to continue or close if you wish to complete the online statement of significance form



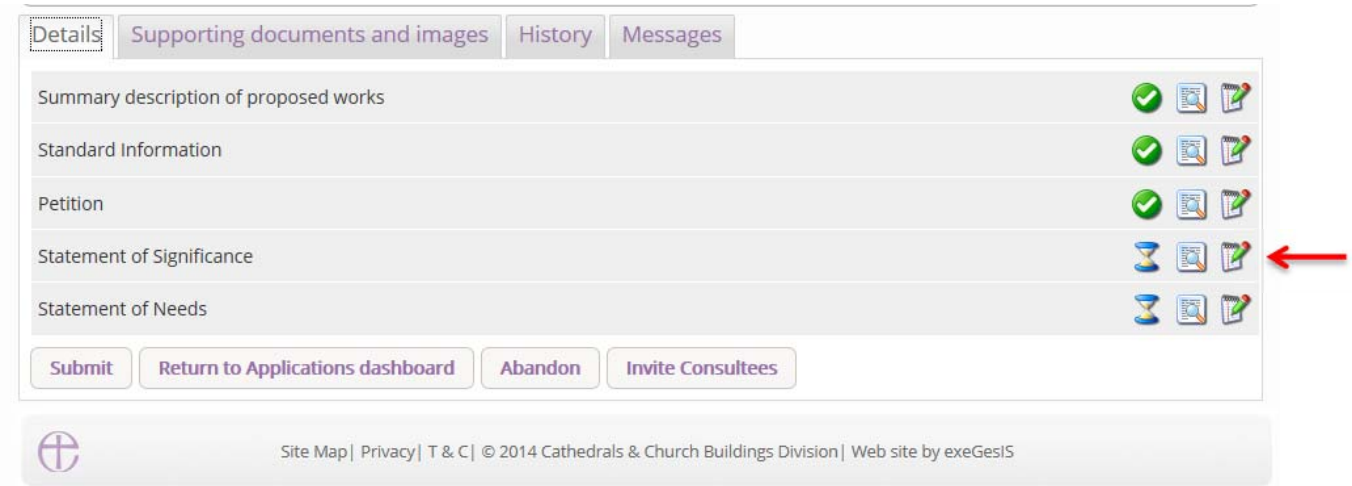
4. The form is now complete



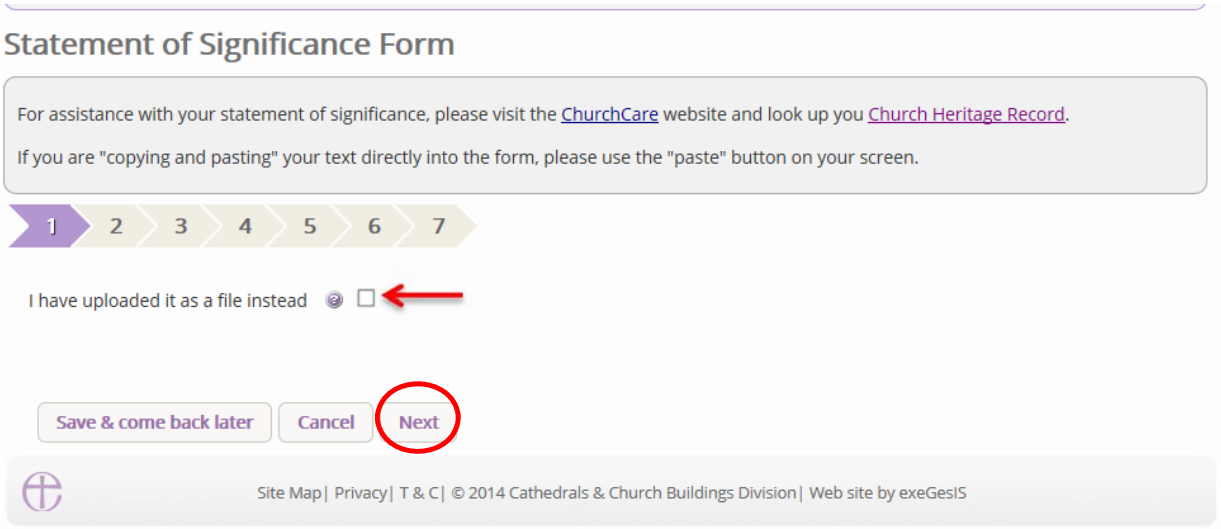
5. Go to page 59 to find out how to **attach** your pre-prepared statement of signifiance as a Word or PDF document

If you choose to complete the online statement of significance form:

1. Click the **Edit** icon



2. Ensure that the box remains empty. Click **Next**


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
I have uploaded it as a file instead
Save & come back later
Cancel
Next
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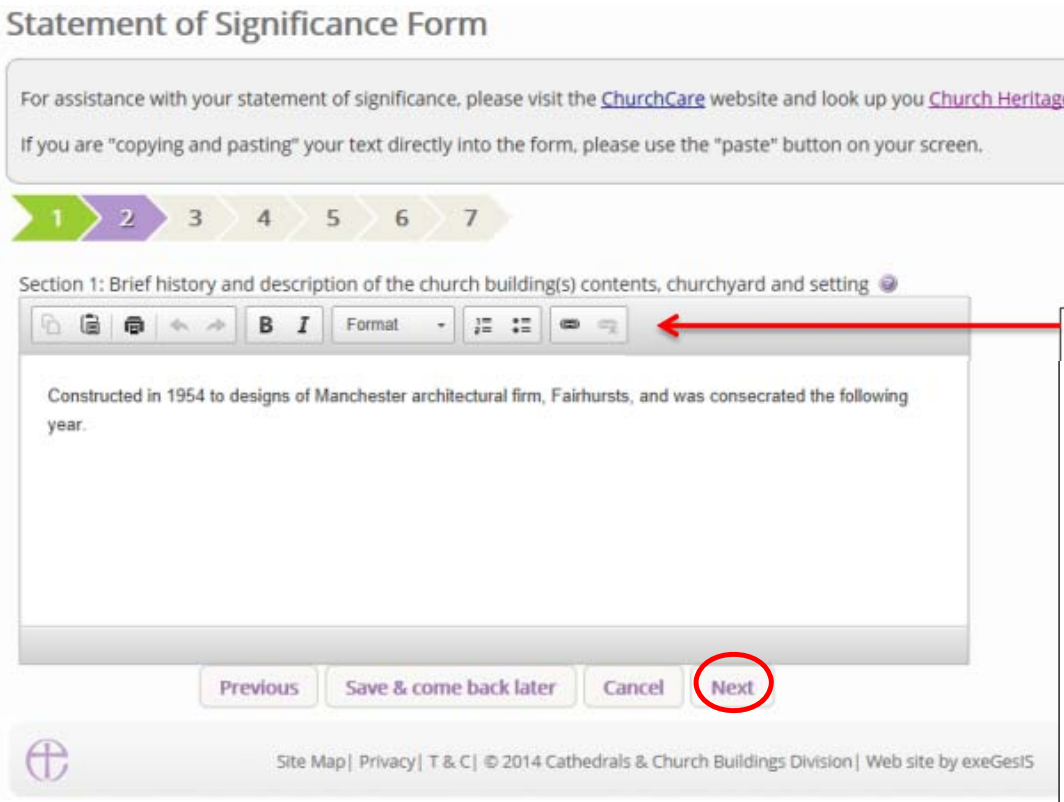
3. Complete the brief history and description of the church building. Click Next.


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Section 1: Brief history and description of the church building(s) contents, churchyard and setting
Format
Constructed in 1954 to designs of Manchester architectural firm, Fairhursts, and was consecrated the following year.
Previous
Save & come back later
Cancel
Next
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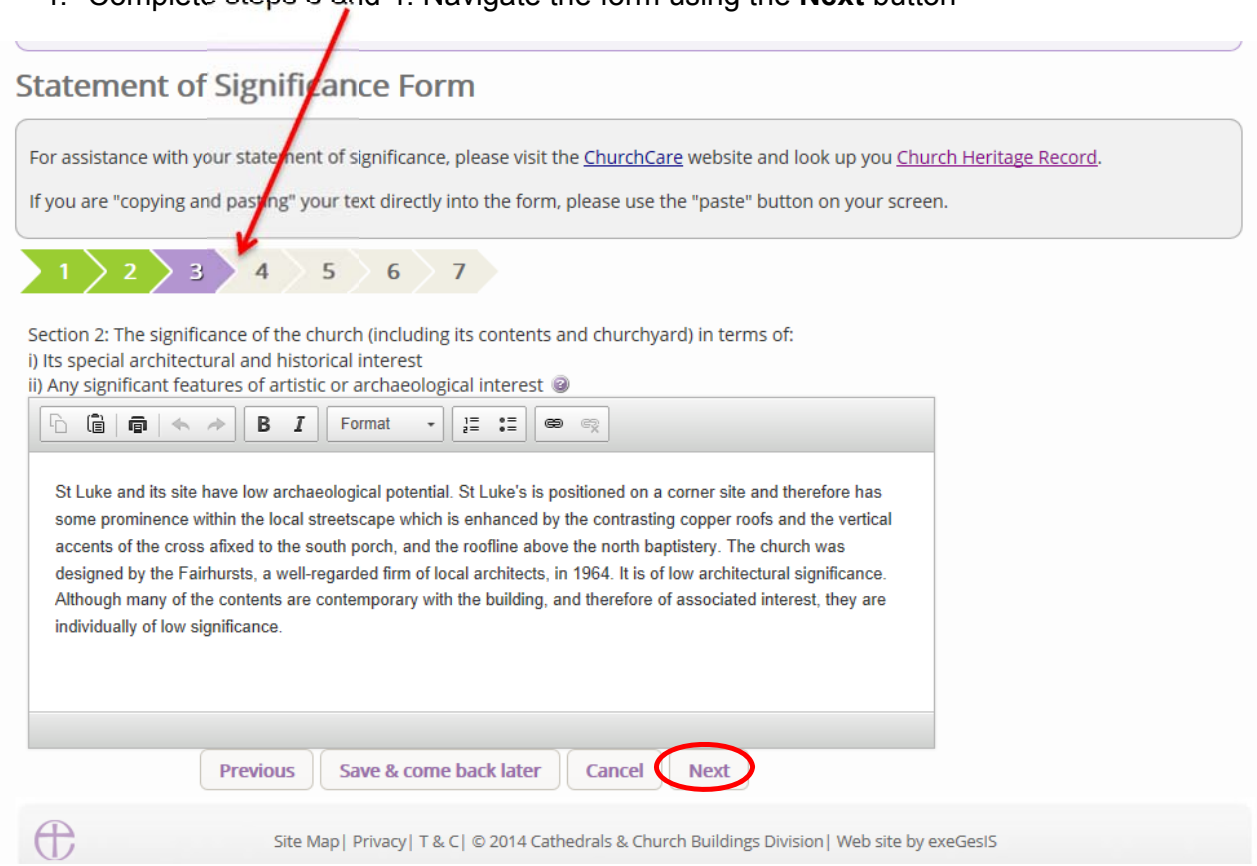
Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web links

4. Complete steps 3 and 4. Navigate the form using the **Next** button


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Section 2: The significance of the church (including its contents and churchyard) in terms of:
i) Its special architectural and historical interest
ii) Any significant features of artistic or archaeological interest
Format
St Luke and its site have low archaeological potential. St Luke's is positioned on a corner site and therefore has some prominence within the local streetscape which is enhanced by the contrasting copper roofs and the vertical accents of the cross afixed to the south porch, and the roofline above the north baptistery. The church was designed by the Fairhursts, a well-regarded firm of local architects, in 1964. It is of low architectural significance. Although many of the contents are contemporary with the building, and therefore of associated interest, they are individually of low significance.
Previous
Save & come back later
Cancel
Next
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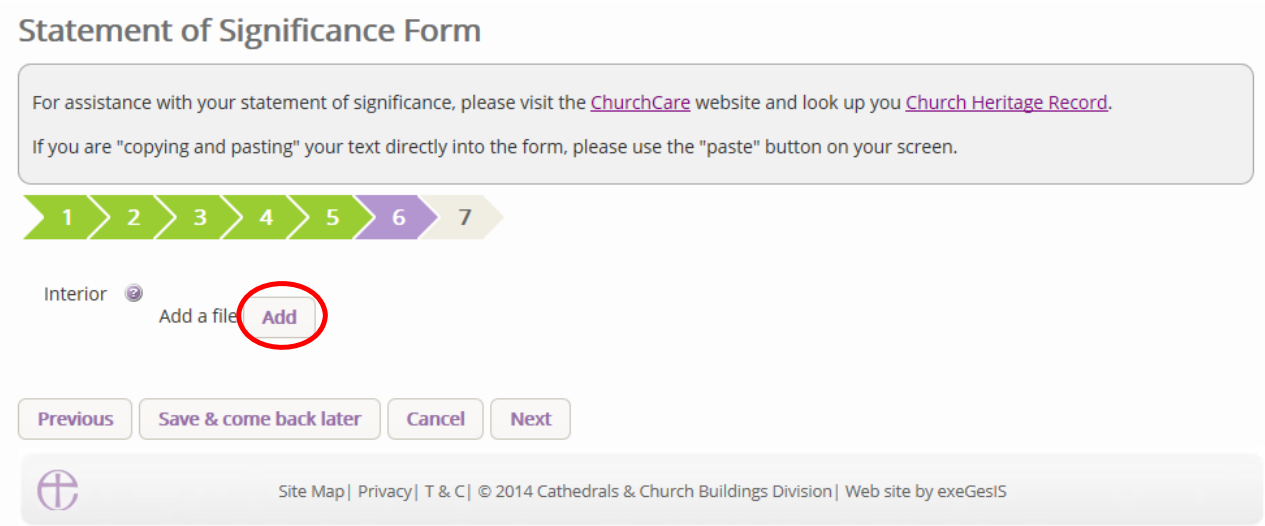
5. **Steps 5 through 7** allow you to upload a plan of the church and photographs of the interior and exterior of the building. Click **Add**


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Interior
Add a file
Add
Previous
Save & come back later
Cancel
Next
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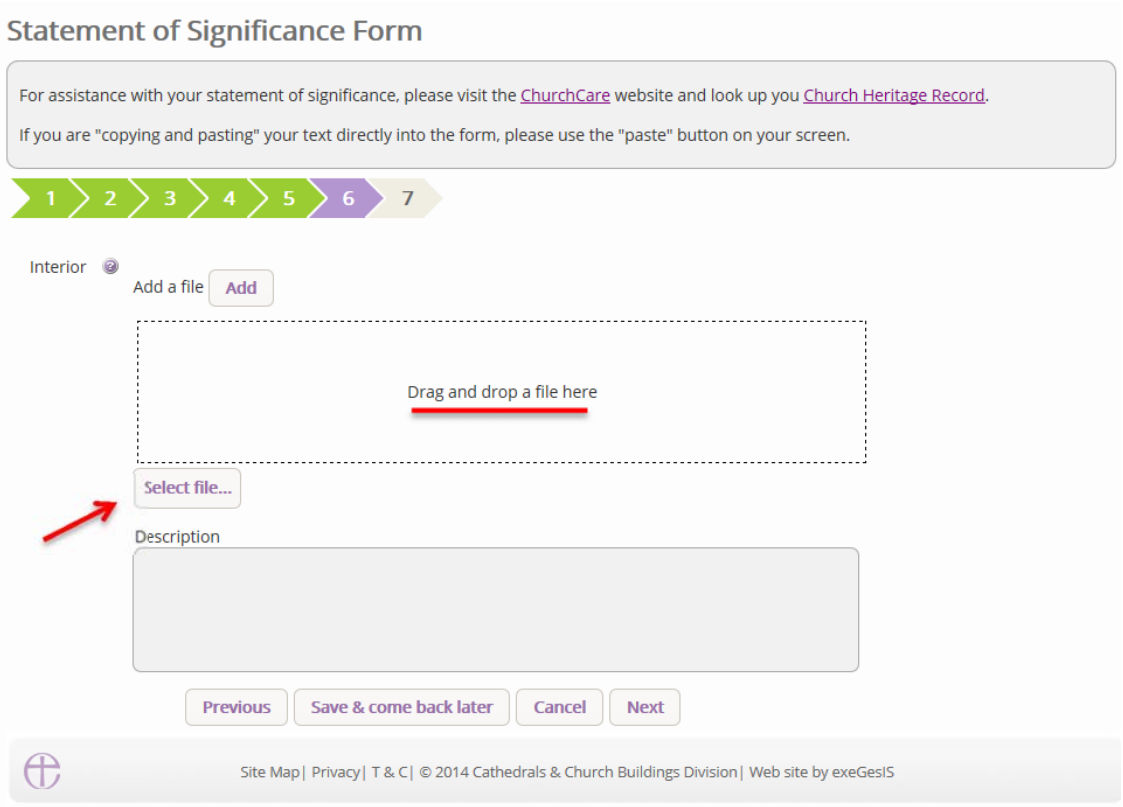
6. Insert your image file
    a. You can **Drag & Drop** a file into the middle of the box using your computer's mouse OR
    b. You can also choose to upload a file by **locating** it on your computer. Click **Select file**…


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Interior
Add a file
Add
Drag and drop a file here
Select file...
Description
Previous
Save & come back later
Cancel
Next
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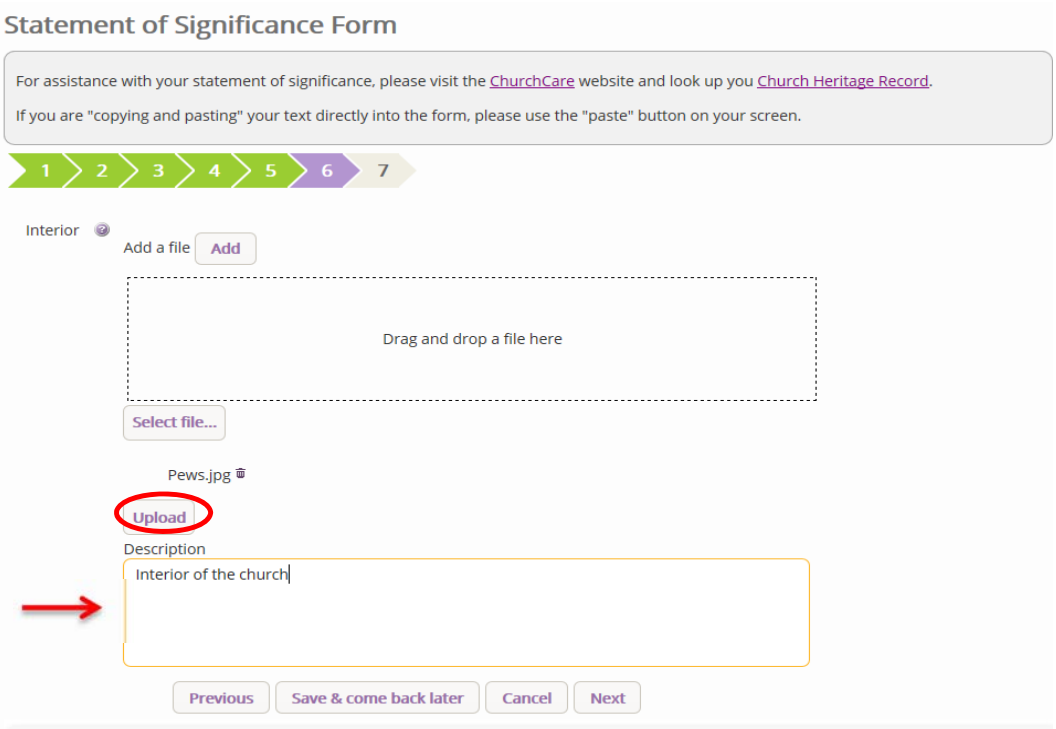
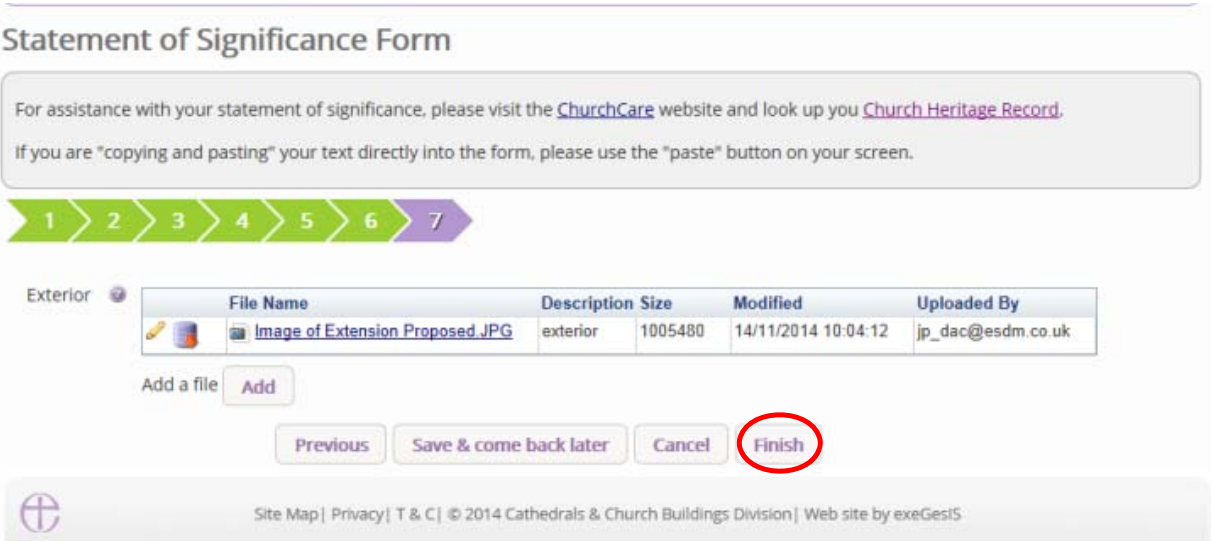
7. Write a **description** of the image and click **Upload**


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Interior
Add a file
Add
Drag and drop a file here
Select file...
Pews.jpg
Upload
Description
Interior of the church
Previous
Save & come back later
Cancel
Next

8. Once you have completed step 7, click **Finish**


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Exterior
File Name
Description
Size
Modified
Uploaded By
Image of Extension Proposed JPG
exterior
1005480
14/11/2014 10:04:12
jp_dac@esdm.co.uk
Add a file
Add
Previous
Save & come back later
Cancel
Finish
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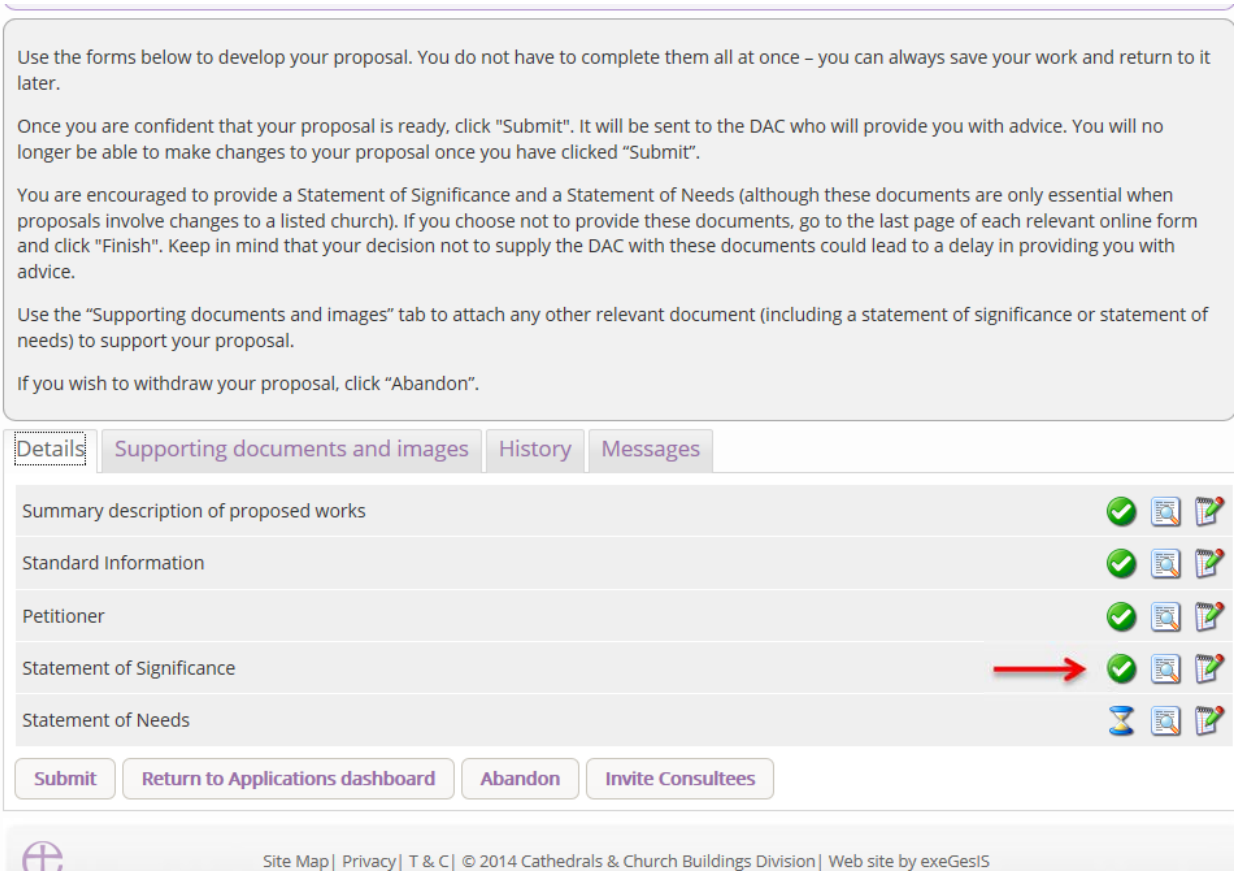
9. The form is now complete


Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petitioner
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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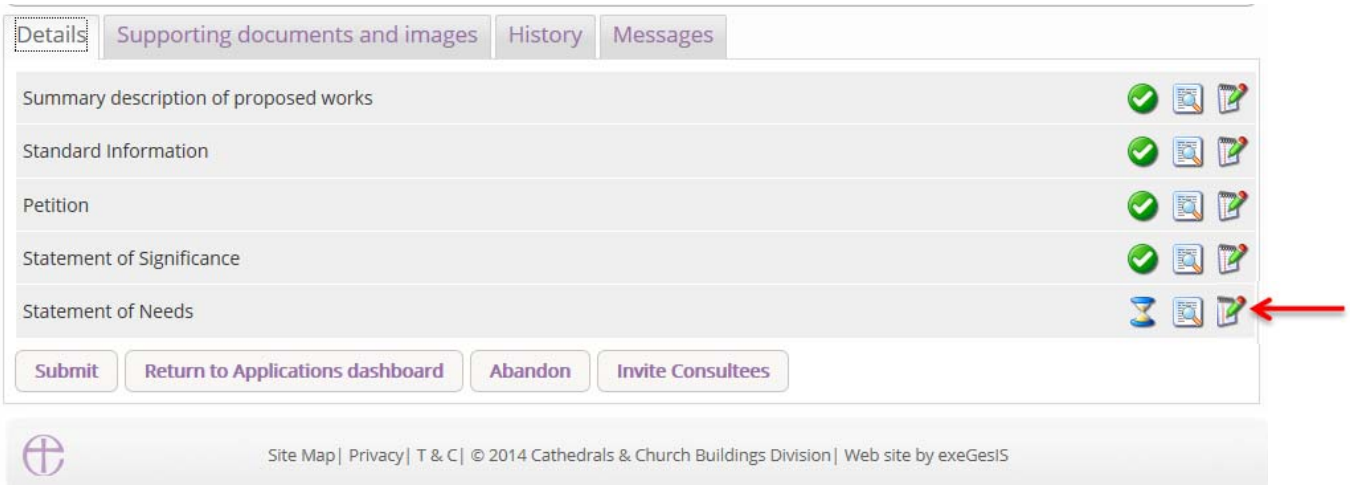
Statement of Needs

You are encouraged to provide a **Statement of Needs** (although this document is only essential when proposals involve changes to a listed church).

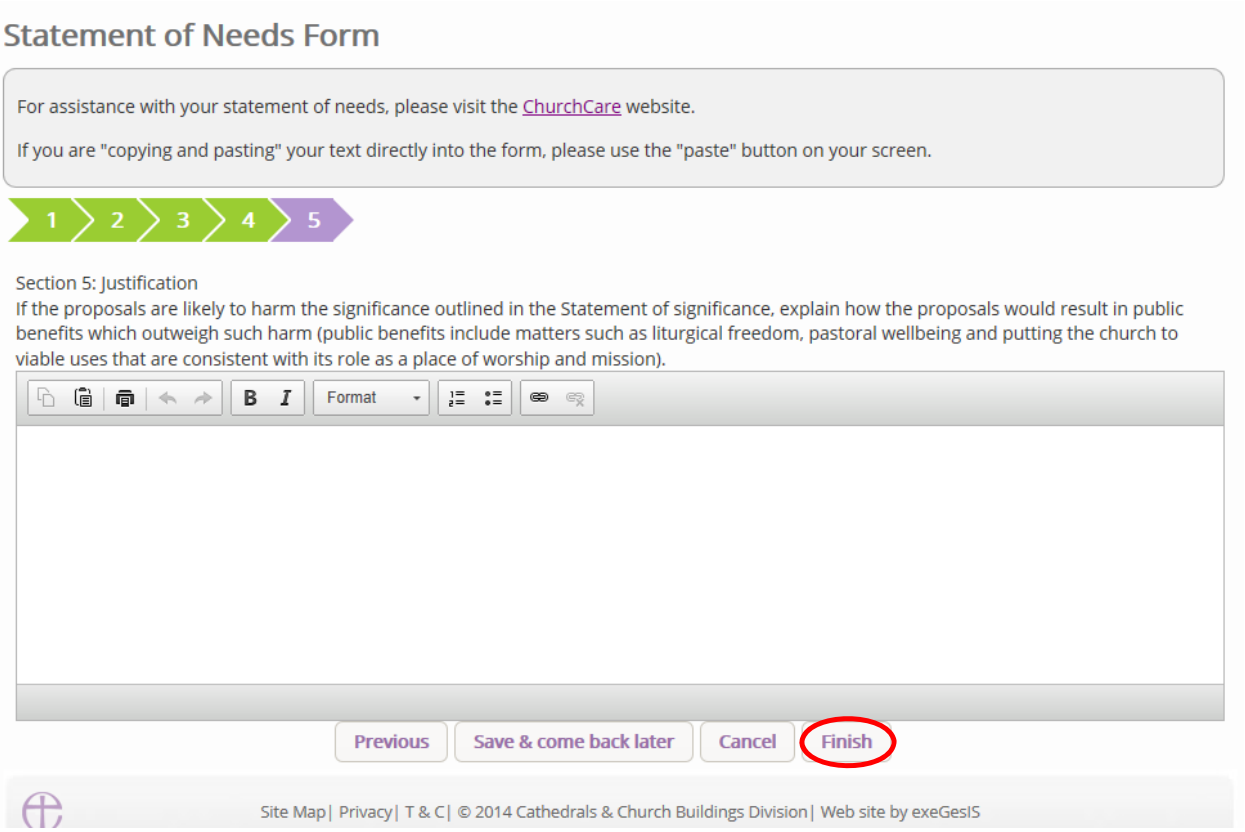
Click here for guidance on writing statements of needs.

If you choose **not** to provide at statement of needs or **attach** a pre-prepared Word or PDF document:

1. Click the **edit** icon on the statement of needs



2. Go to step 5 and click **Finish**


Statement of Needs Form
For assistance with your statement of needs, please visit the ChurchCare website.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1
2
3
4
5
Section 5: Justification
If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).
Format
Previous
Save & come back later
Cancel
Finish
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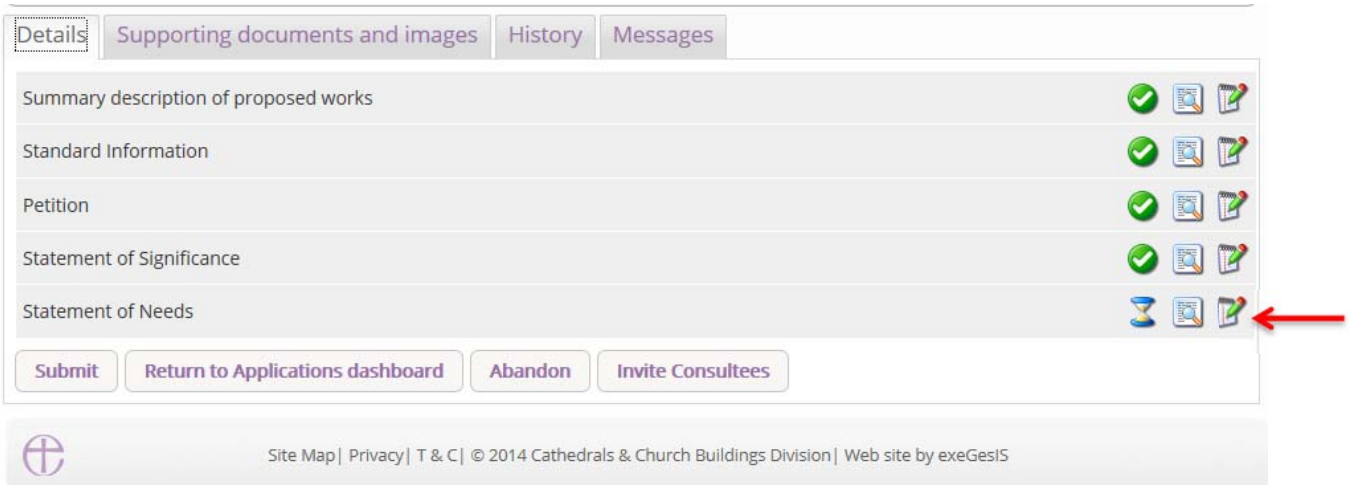
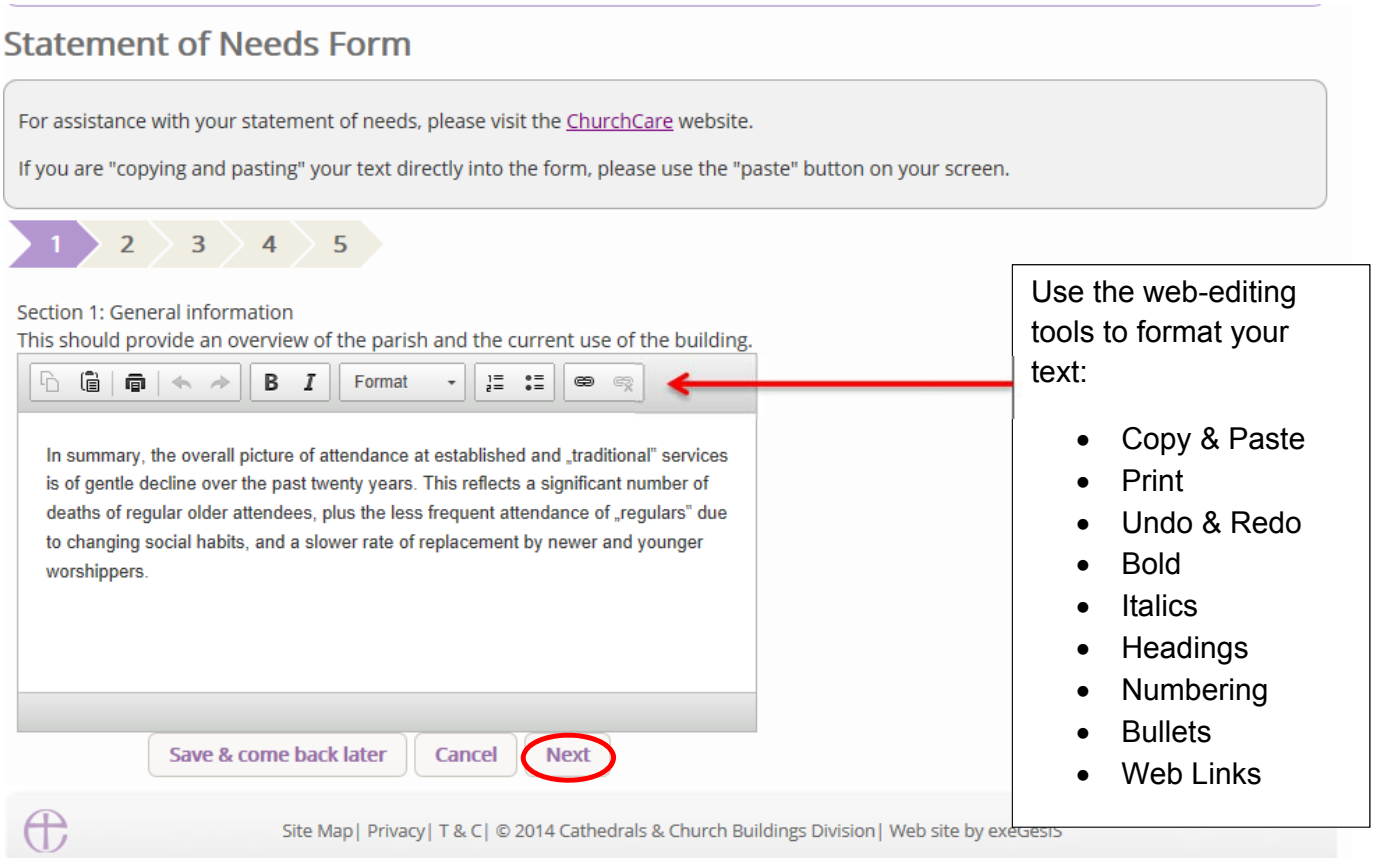
If you choose to complete the online statement of needs form:

1. Click the **Edit** icon



2. Complete the General Information and click **Next**


Statement of Needs Form
For assistance with your statement of needs, please visit the ChurchCare website.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1
2
3
4
5
Section 1: General information
This should provide an overview of the parish and the current use of the building.
Format
In summary, the overall picture of attendance at established and „traditional" services is of gentle decline over the past twenty years. This reflects a significant number of deaths of regular older attendees, plus the less frequent attendance of „regulars" due to changing social habits, and a slower rate of replacement by newer and younger worshippers.
Save & come back later
Cancel
Next
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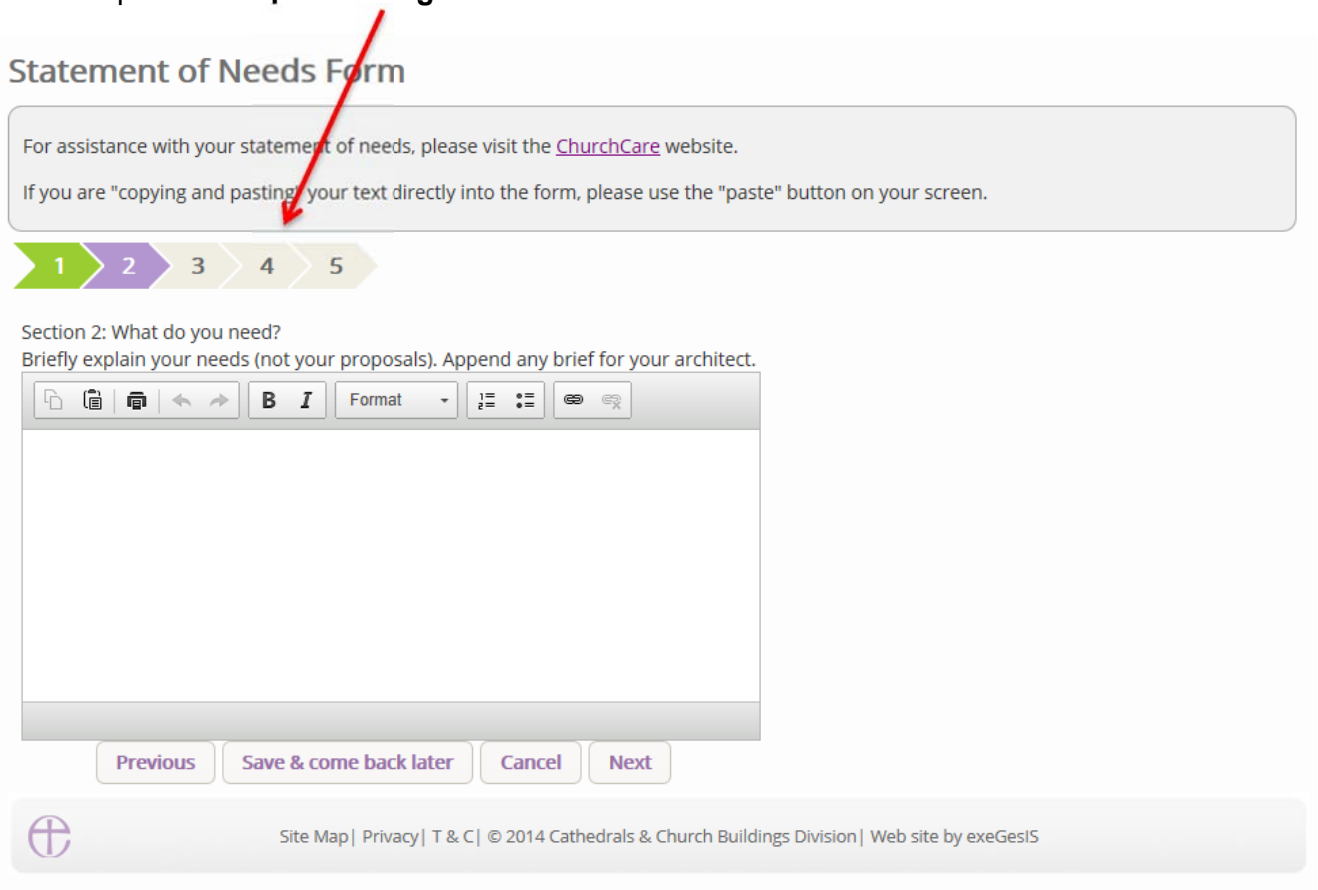
Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web Links

3. Repeat for **steps 2 through 5**


Statement of Needs Form
For assistance with your statement of needs, please visit the ChurchCare website.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5
Section 2: What do you need?
Briefly explain your needs (not your proposals). Append any brief for your architect.
Format
Previous
Save & come back later
Cancel
Next
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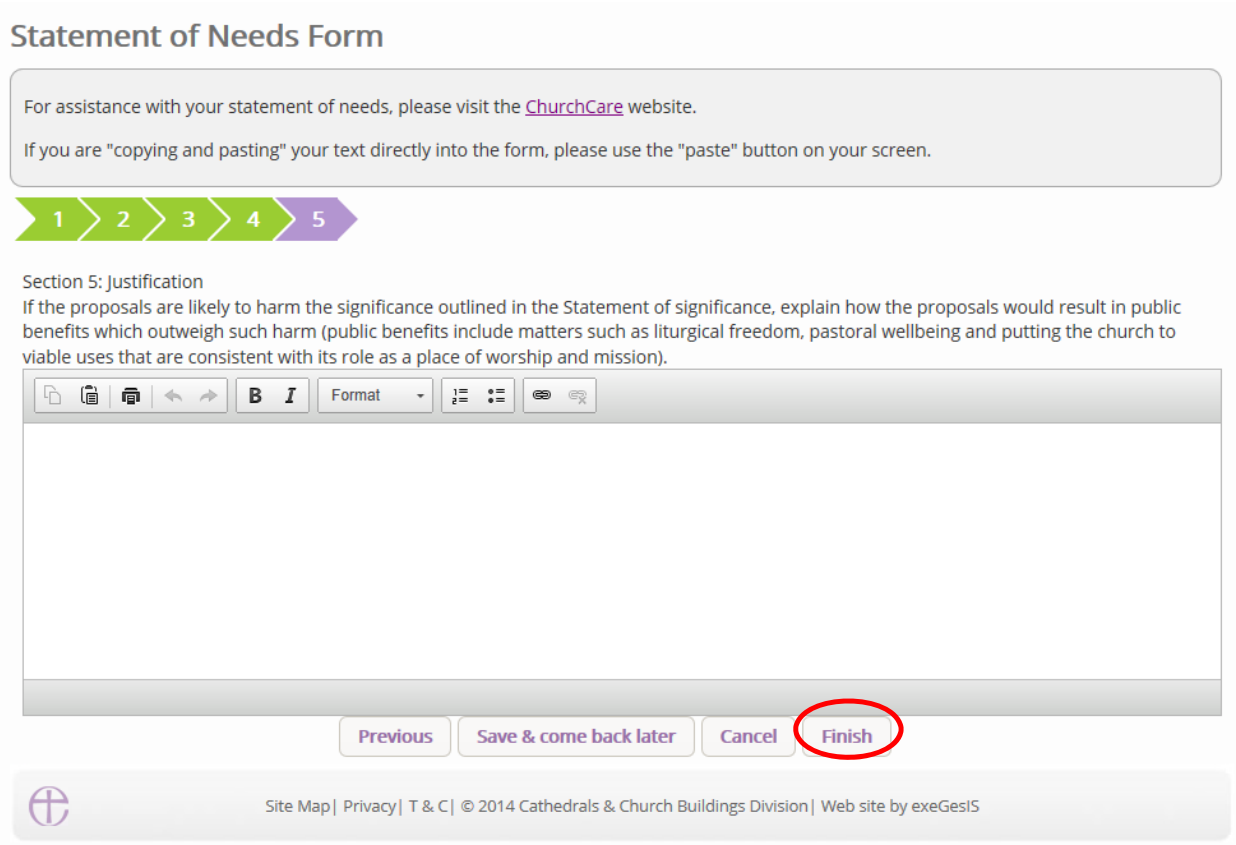
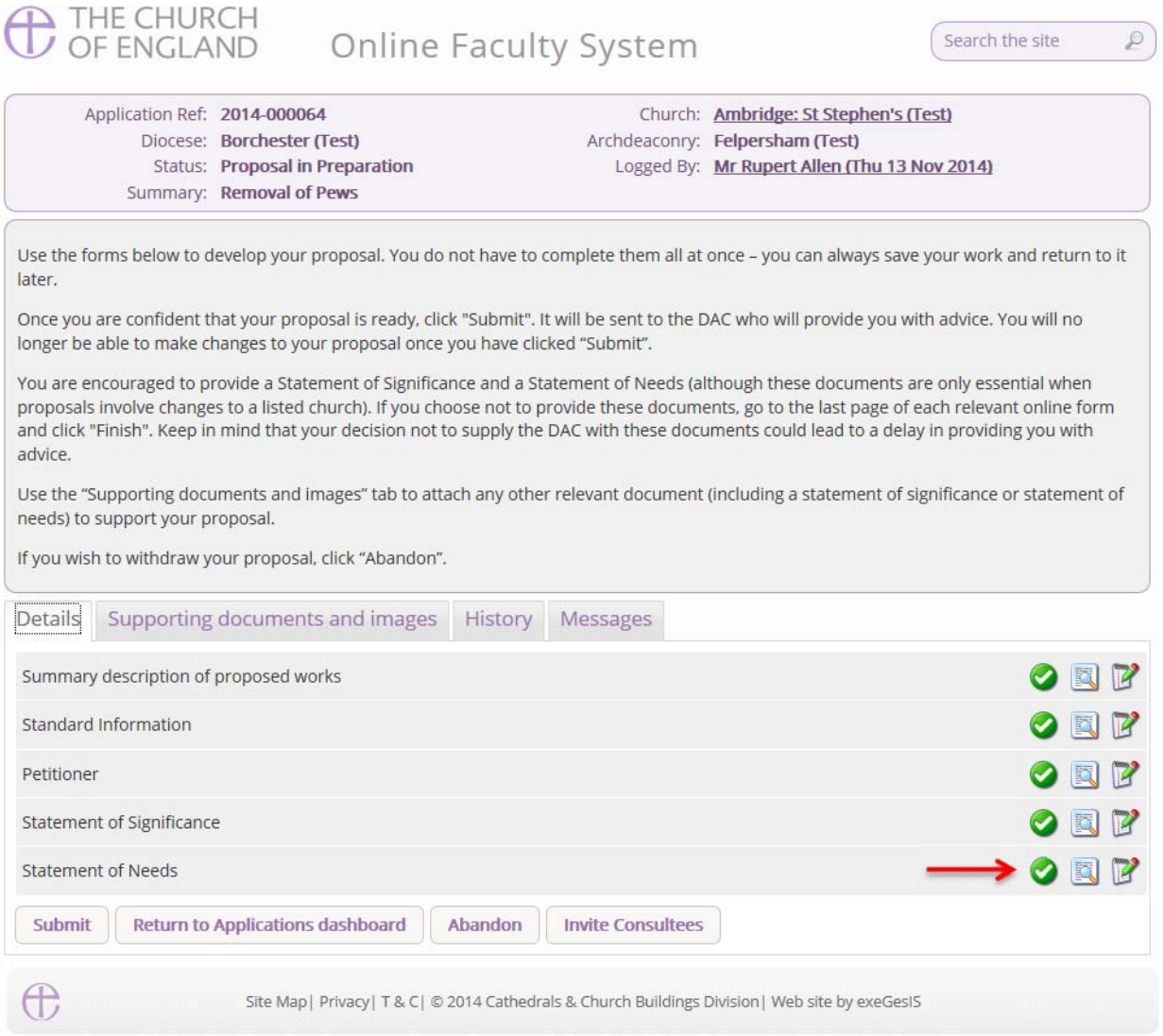
4. Click **Finish**


Statement of Needs Form
For assistance with your statement of needs, please visit the ChurchCare website.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5
Section 5: Justification
If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).
Format
Previous
Save & come back later
Cancel
Finish
Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

5. The form is now complete


THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petitioner
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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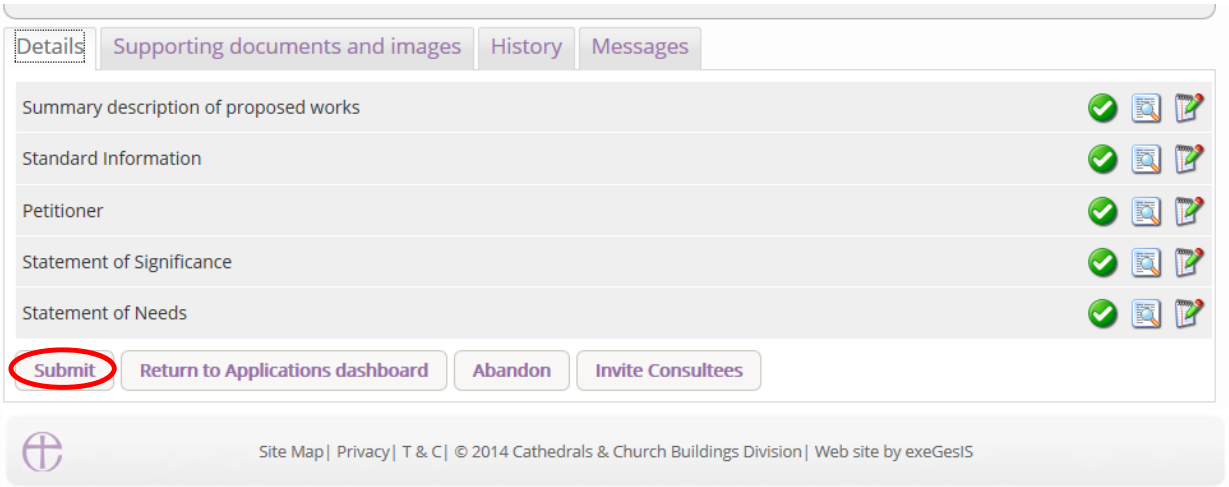
Submitting the proposal

You have now completed all forms initially required by the Online Faculty System.

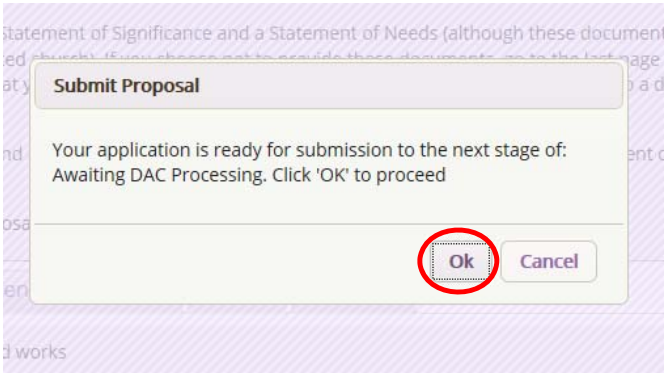
1. If you need to **attach any documents** to the application, see page 59.

2. Make sure that all forms are marked as complete (green check mark). You will not be able to submit your proposal to the DAC if a form is still pending completion (hourglass icon). If a form is not complete:
    a. Click the Edit icon on that particular form
    b. Go to the form's last page
    c. Click the Finish button

3. Once you are certain that the proposal is complete, Click **Submit**



4. Click **OK** to proceed or Cancel if you change your mind.


Submit Proposal
Your application is ready for submission to the next stage of:
Awaiting DAC Processing. Click 'OK' to proceed
Ok
Cancel

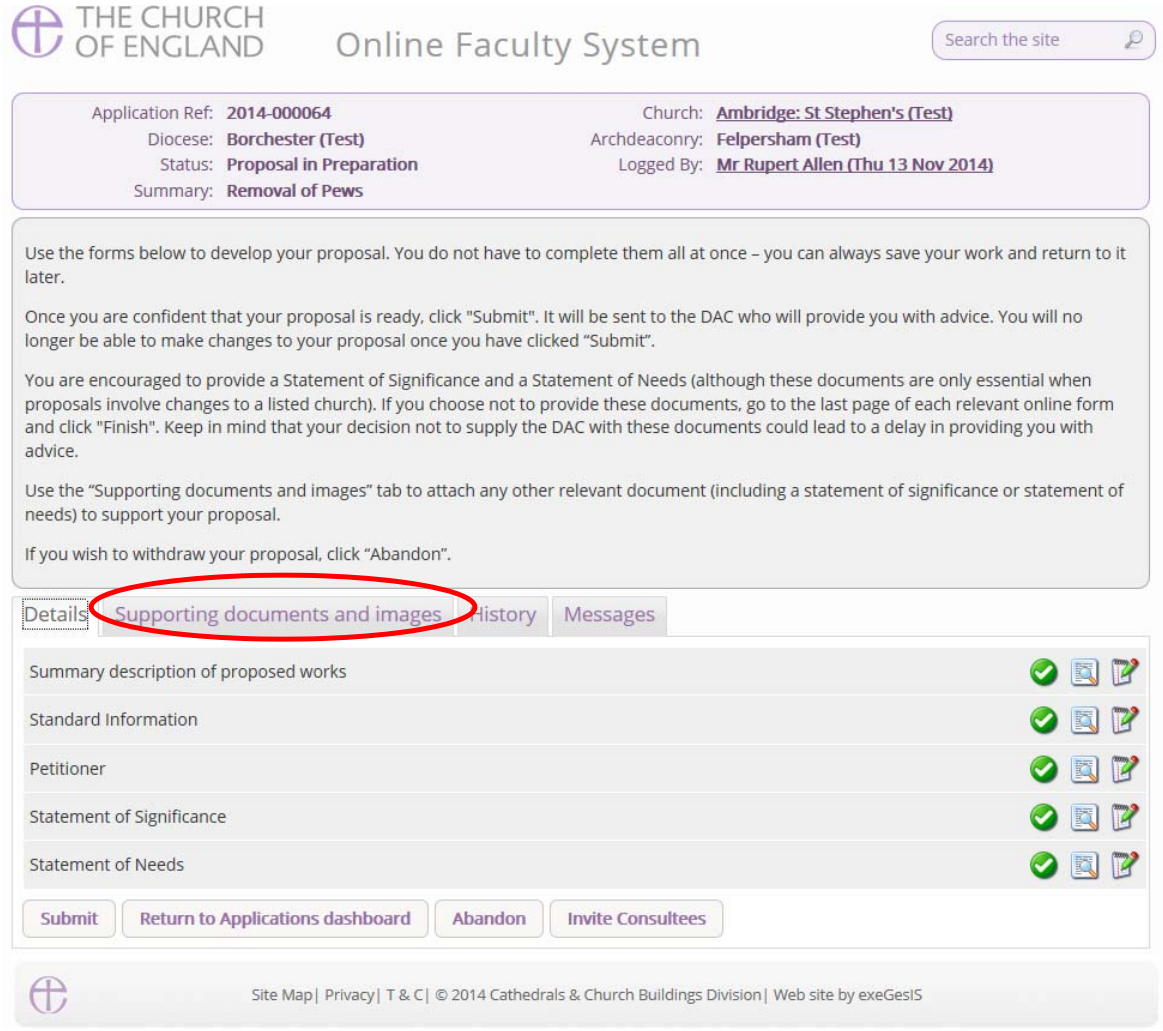
N.B. Once you have clicked submit, the applicant will no longer be able to amend the forms until you return the proposal with informal comments.

5. As DAC, you will receive an email to inform you of this application
6. You can monitor the progress of the application anytime by signing into your account (see *Navigating a Case File* page 27).

Attaching Documents

If you need to attach other relevant documents to support the proposal:

1. Go to the application's case file (see *Navigating a Case File* page 27)
2. Click on **Supporting Documents and Images**


THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petitioner
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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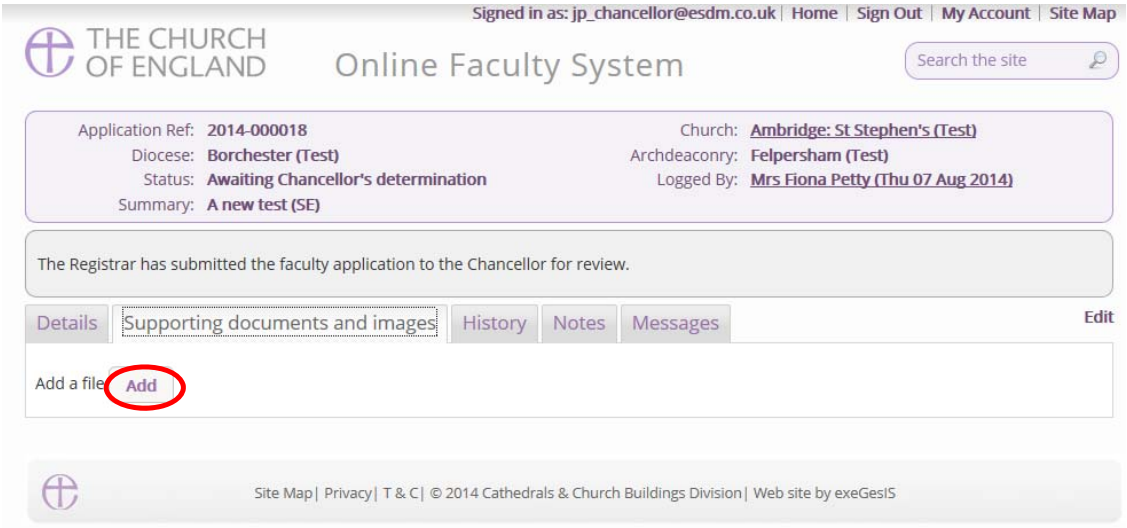
3. Click **Add**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Add a file
Add
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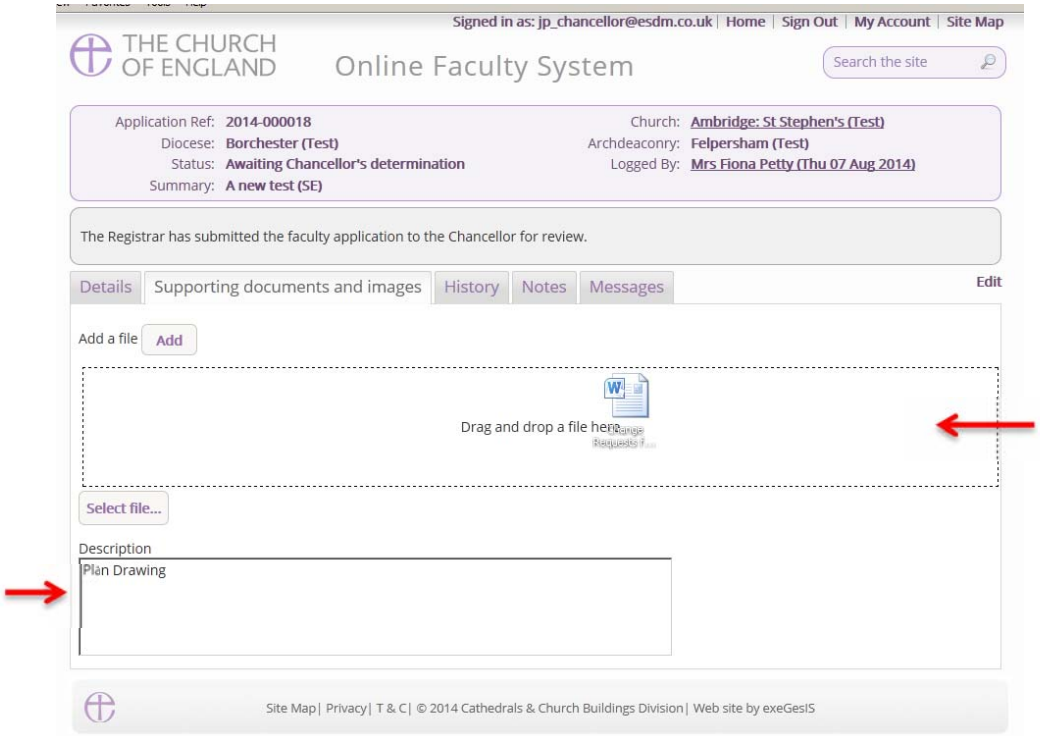
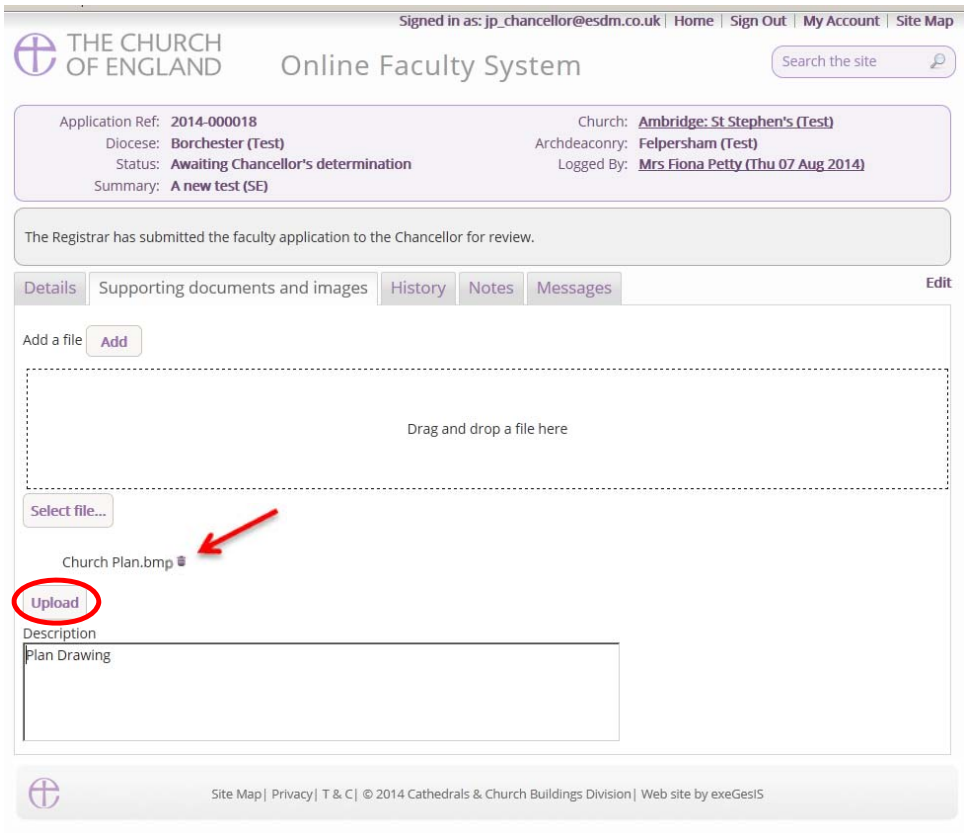
Option 1

4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Add a file
Add
Drag and drop a file here
Select file...
Description
Plan Drawing
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

6. Notice that the file has uploaded (you can delete it by click on the trash can next to it)
7. Click **Upload**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
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The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
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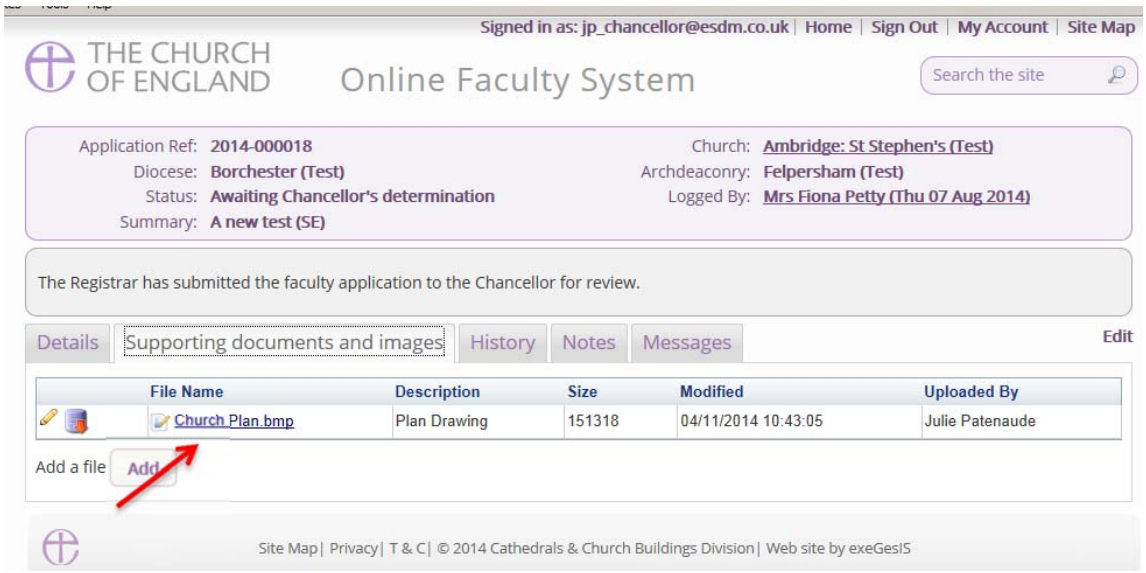
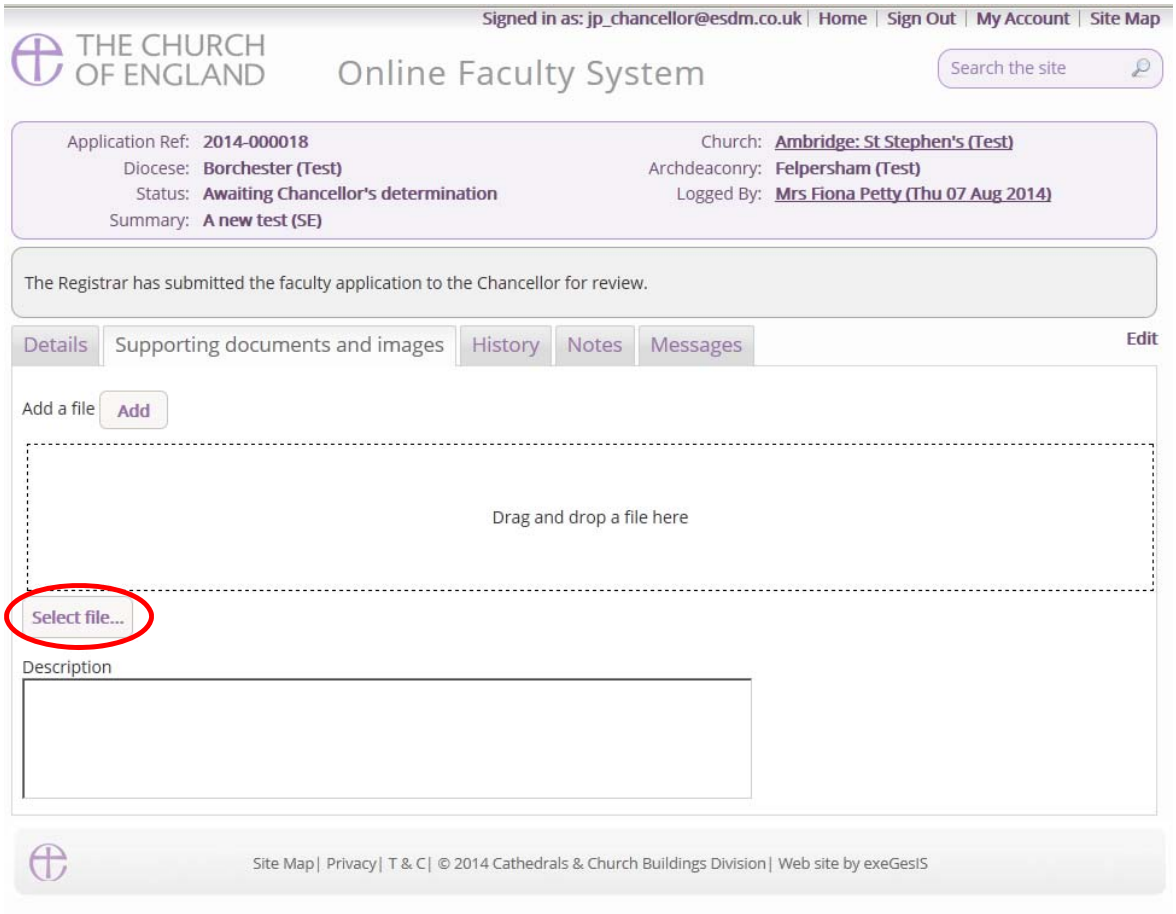
Messages
Edit
Add a file
Add
Drag and drop a file here
Select file...
Church Plan.bmp
Upload
Description
Plan Drawing
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

8. The file has successfully attached.

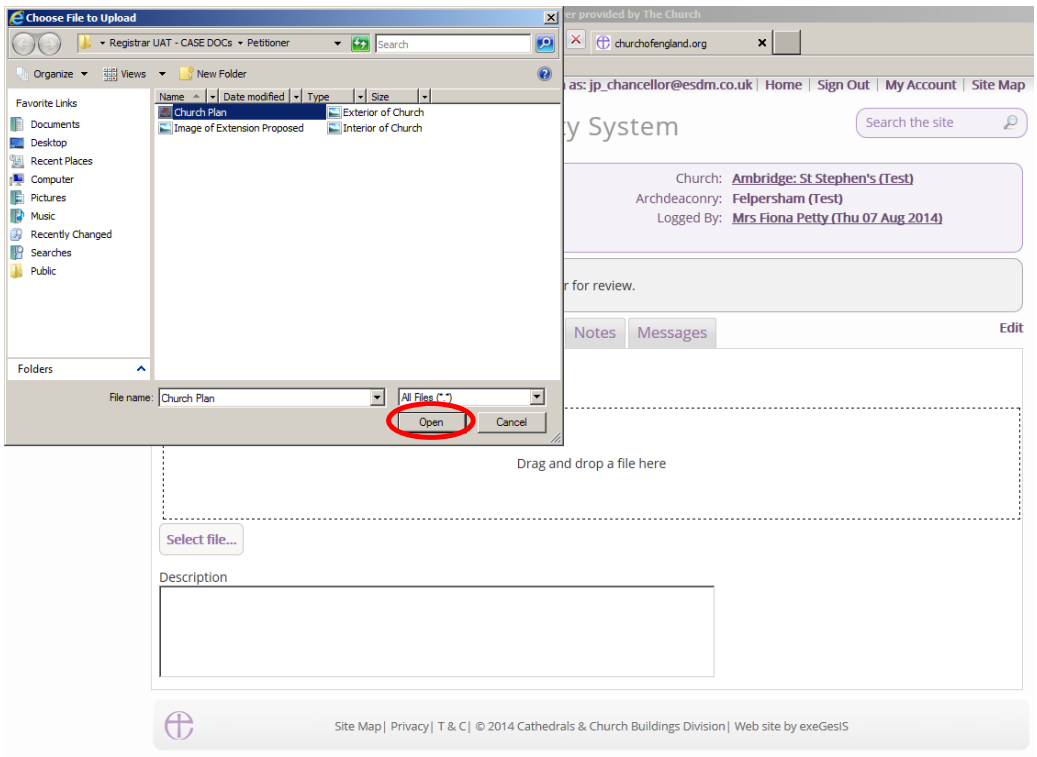


Option 2

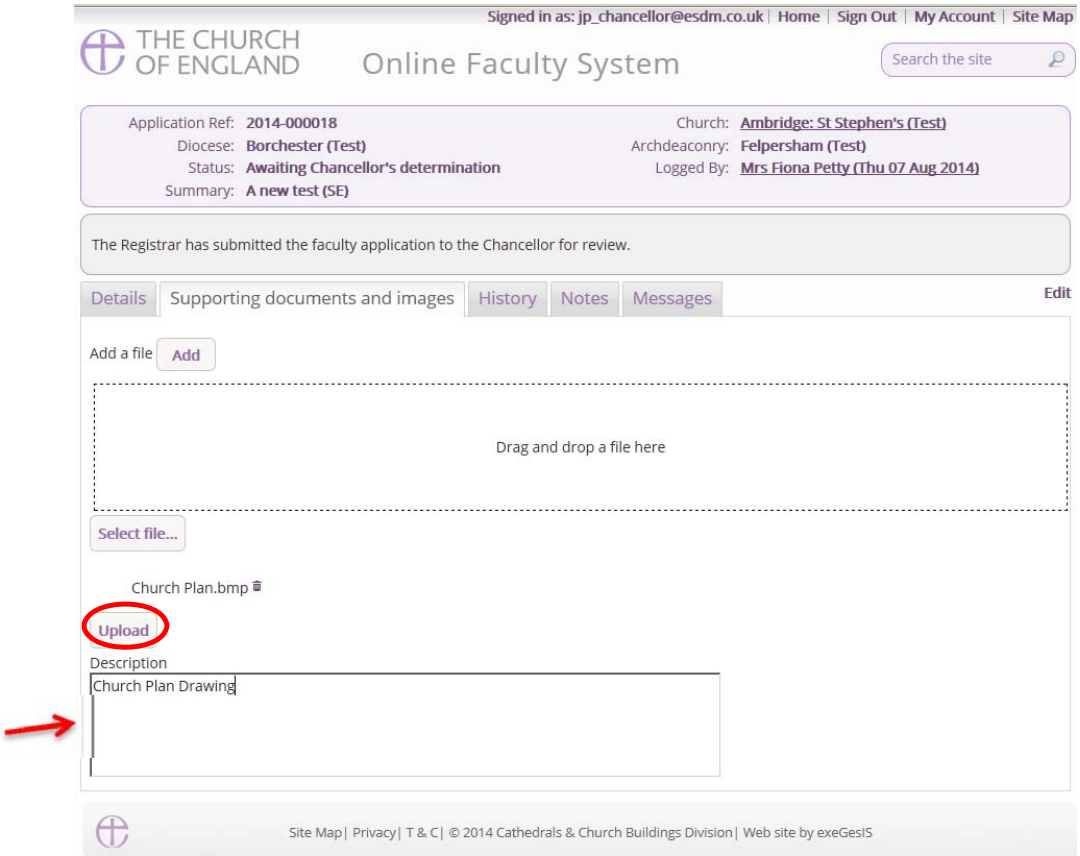
9. You can also choose to upload a file by **locating** it on your computer. Click **Select file**…


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Add a file
Add
Drag and drop a file here
Select file...
Description
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

10. **Locate** the file on your computer. **Select** it. Click **Open**.



11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)
12. Click **Upload**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
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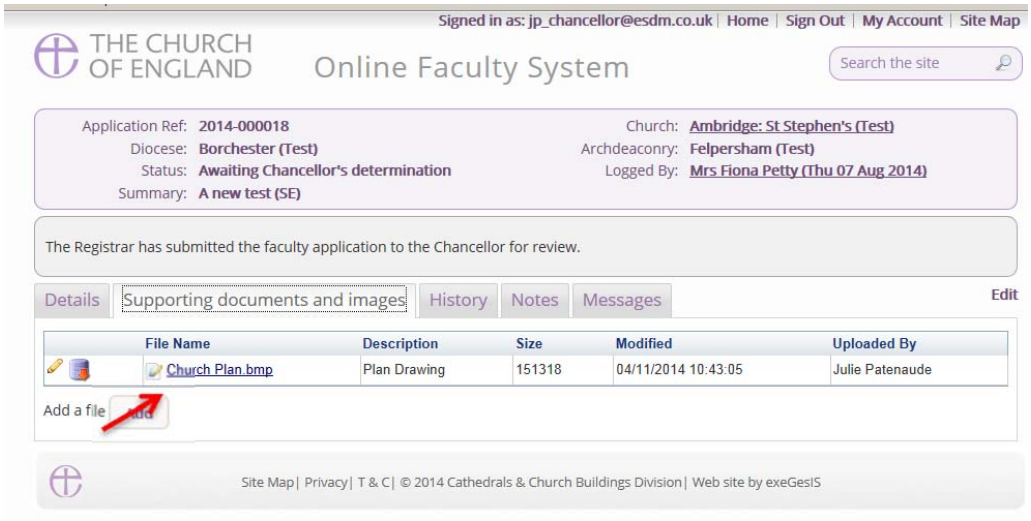
Details
Supporting documents and images
History
Notes
Messages
Edit
Add a file
Add
Drag and drop a file here
Select file...
Church Plan.bmp
Upload
Description
Church Plan Drawing
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

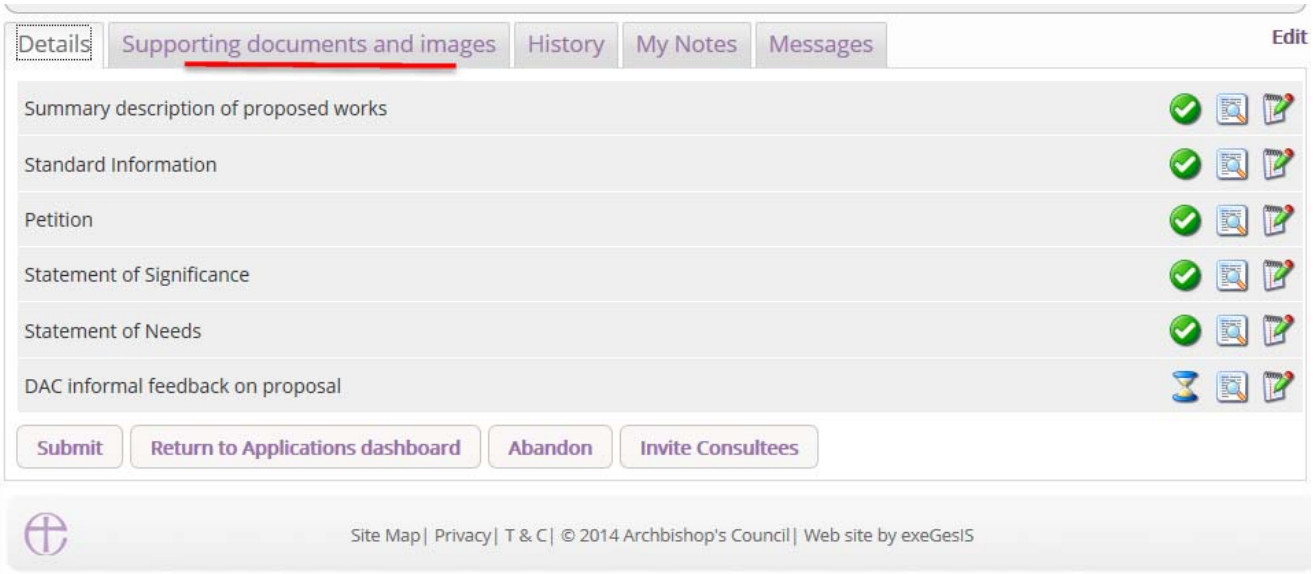
13. The file has successfully attached



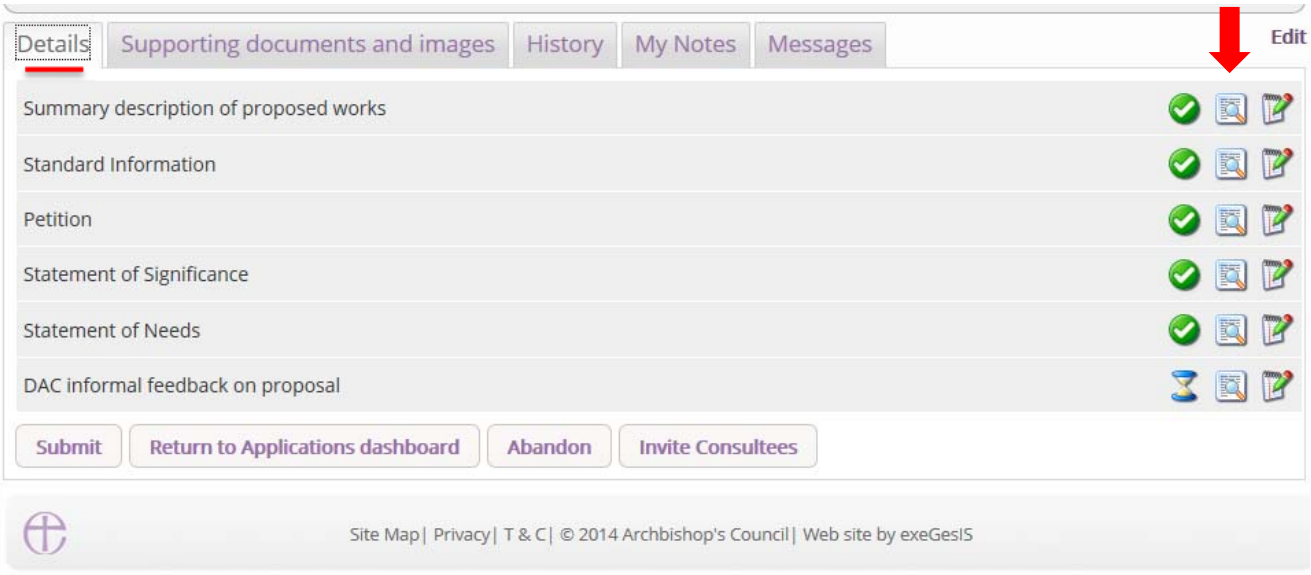
Providing Informal Advice to the Applicant

The Online Faculty System will inform you when the applicant has submitted a faculty proposal for advice.

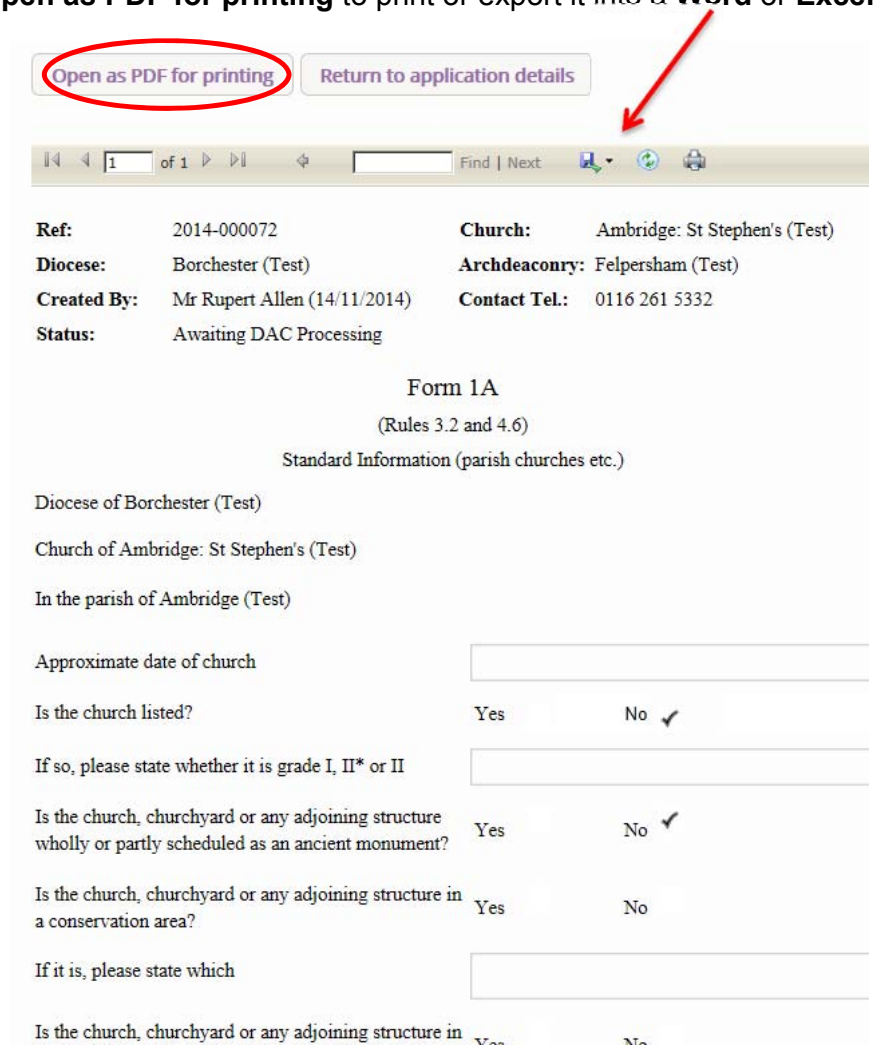
1. Click on the link found in the email or go to the applications tab (https://facultyonline.churchofengland.org/applications)
2. Sign In
3. You can locate the application from your dashboard under **Applications Requiring Your Action** (Click the View icon to open)
4. From the **Supporting Documents and Images** tab you can view all other relevant documents



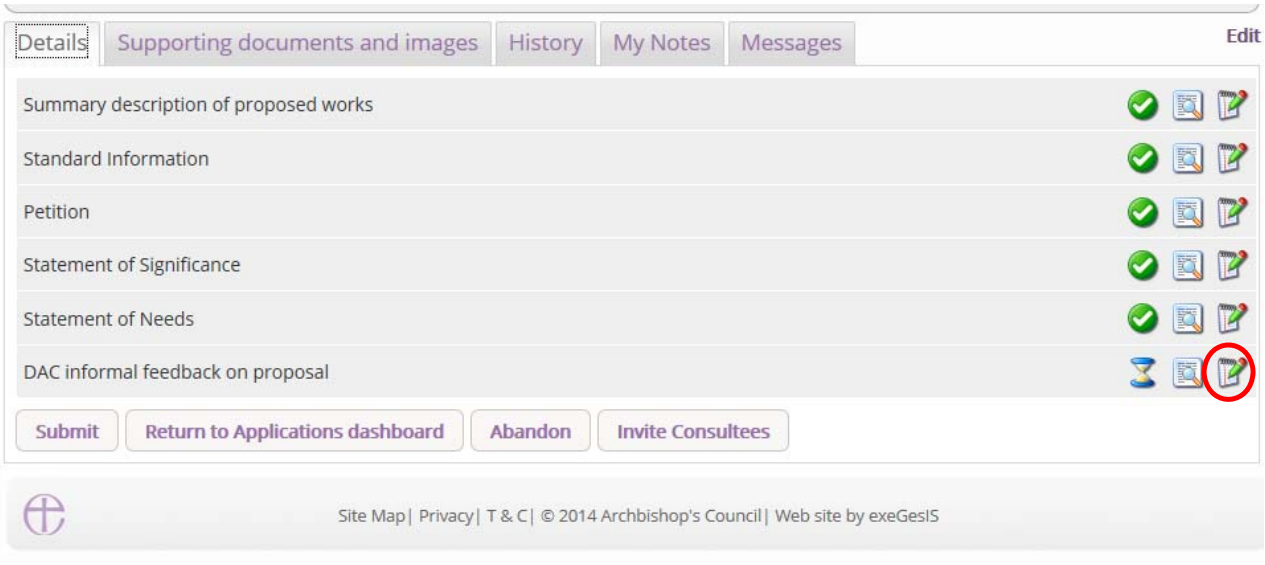
5. From the **Details** tab you can access and read all the forms completed by the parish (Click **View** to open)



6. Click the **Open as PDF for printing** to print or export it into a **Word** or **Excel** document.

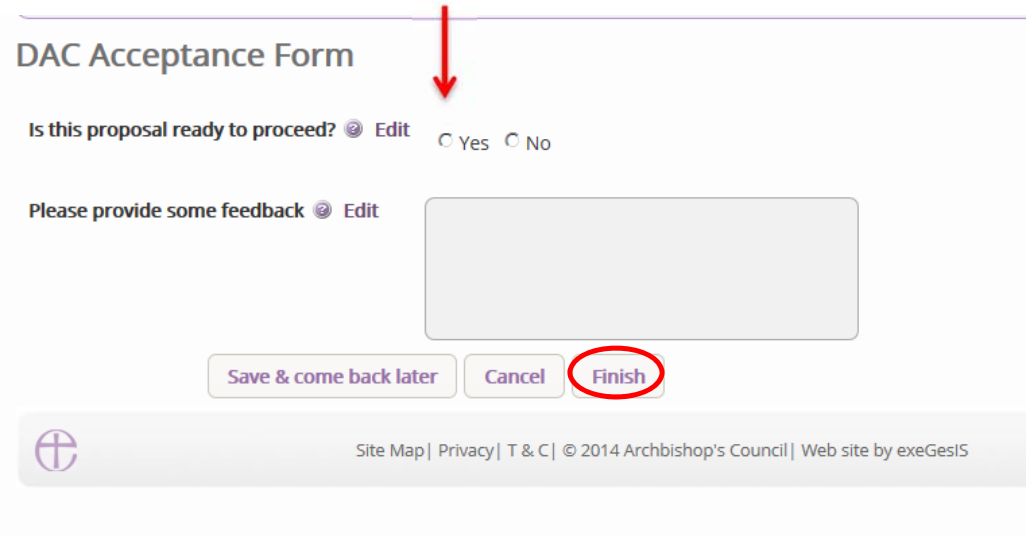

Open as PDF for printing
Return to application details
1 of 1
Find | Next
Ref: 2014-000072
Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mr Rupert Allen (14/11/2014)
Contact Tel.: 0116 261 5332
Status: Awaiting DAC Processing
Form 1A
(Rules 3.2 and 4.6)
Standard Information (parish churches etc.)
Diocese of Borchester (Test)
Church of Ambridge: St Stephen's (Test)
In the parish of Ambridge (Test)
Approximate date of church
Is the church listed? Yes No
If so, please state whether it is grade I, II* or II
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No
Is the church, churchyard or any adjoining structure in a conservation area? Yes No
If it is, please state which
Is the church, churchyard or any adjoining structure in

7. Once you have completed your initial assessment of the proposal click the **Edit** icon on the **DAC informal feedback** form. *Note that you can also edit the parish's proposal if necessary.

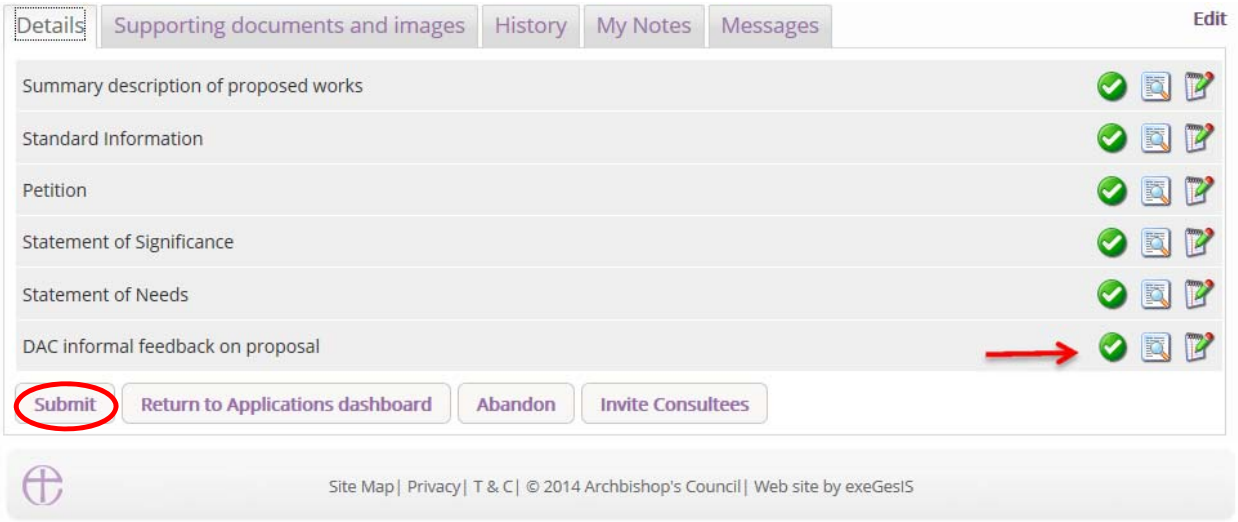


Option 1

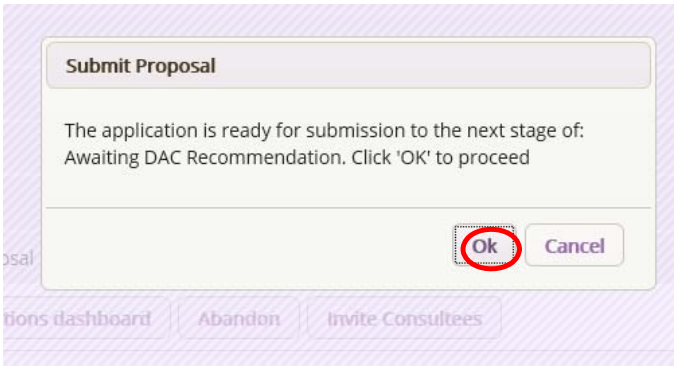
8. If the **proposal is ready** to go before the DAC committee and no more information is required, Click **YES** and **Finish**


DAC Acceptance Form
Is this proposal ready to proceed? Edit
Yes
No
Please provide some feedback Edit
Save & come back later
Cancel
Finish
Site Map| Privacy| T & C| © 2014 Archbishop's Council| Web site by exeGesIS

9. The form is now marked as complete
10. Click **Submit** to proceed

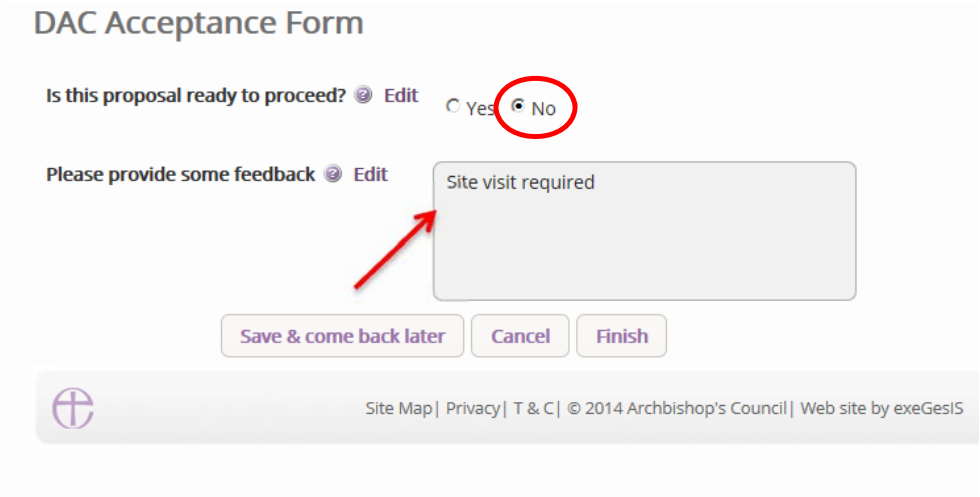


11. You will get this prompt. Click **Ok** to proceed or Cancel to abort. (go to page 69).

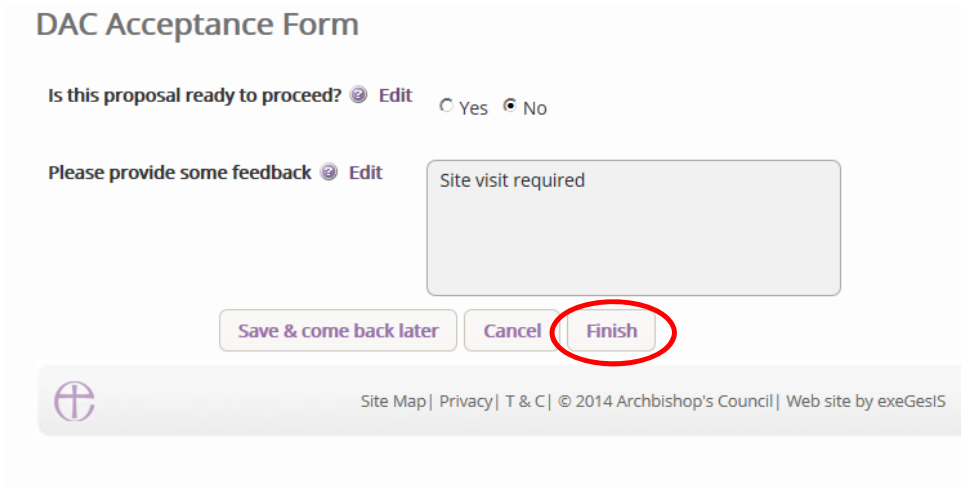

Submit Proposal
The application is ready for submission to the next stage of: Awaiting DAC Recommendation. Click 'OK' to proceed
Ok
Cancel

Option 2

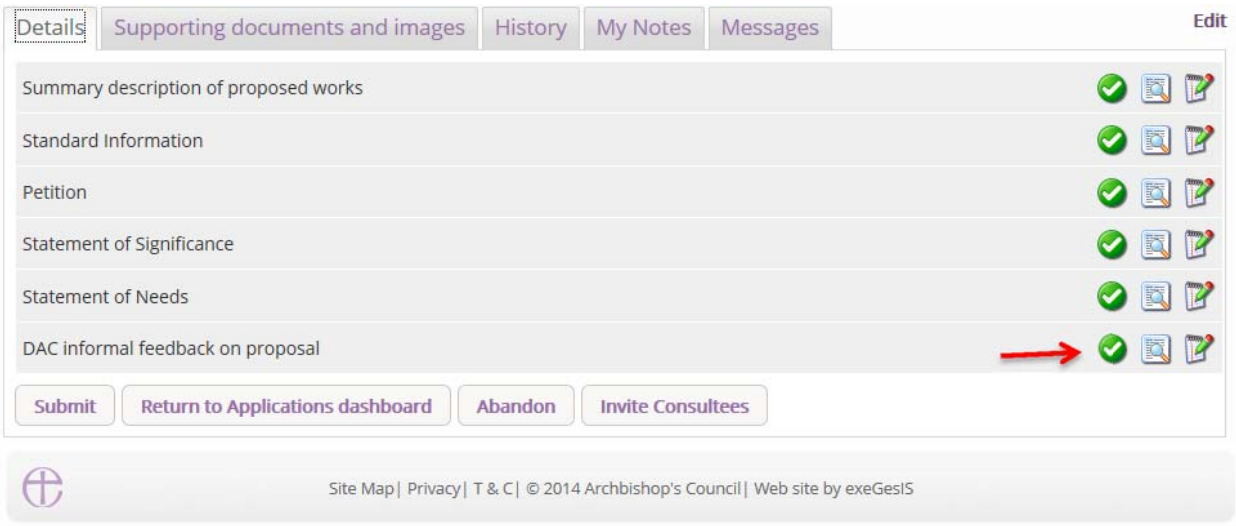
12. If the **proposal is not ready** to go before the DAC committee and more information is required, click **NO** and enter your comments/feedback to the parish in the box below.


DAC Acceptance Form
Is this proposal ready to proceed? Edit
Yes
No
Please provide some feedback Edit
Site visit required
Save & come back later
Cancel
Finish
Site Map| Privacy| T & C| © 2014 Archbishop's Council| Web site by exeGesIS

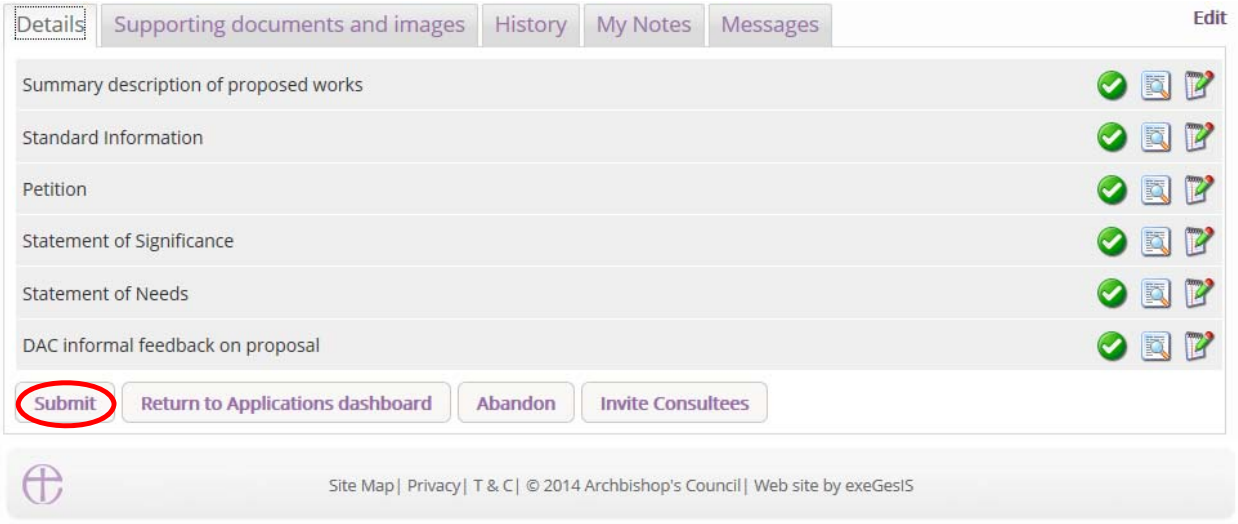
13. Click **Finish**


DAC Acceptance Form
Is this proposal ready to proceed? Edit
Yes
No
Please provide some feedback Edit
Site visit required
Save & come back later
Cancel
Finish
Site Map| Privacy| T & C| © 2014 Archbishop's Council| Web site by exeGesIS

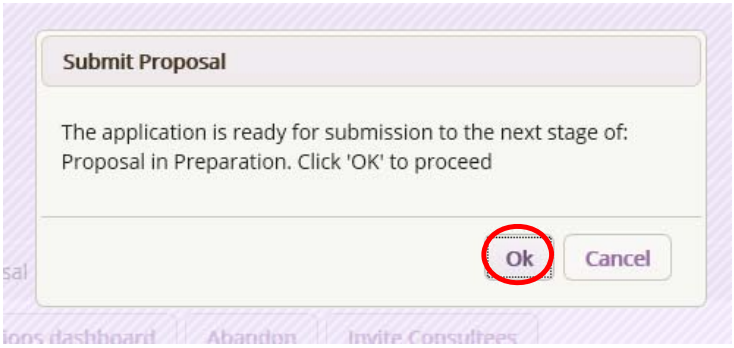
14. The form is now marked as complete.



15. Click Submit to return the application to the parish with your comments.



16. You will get this prompt. Click **Ok** to proceed or Cancel to abort.


Submit Proposal
The application is ready for submission to the next stage of: Proposal in Preparation. Click 'OK' to proceed
Ok
Cancel

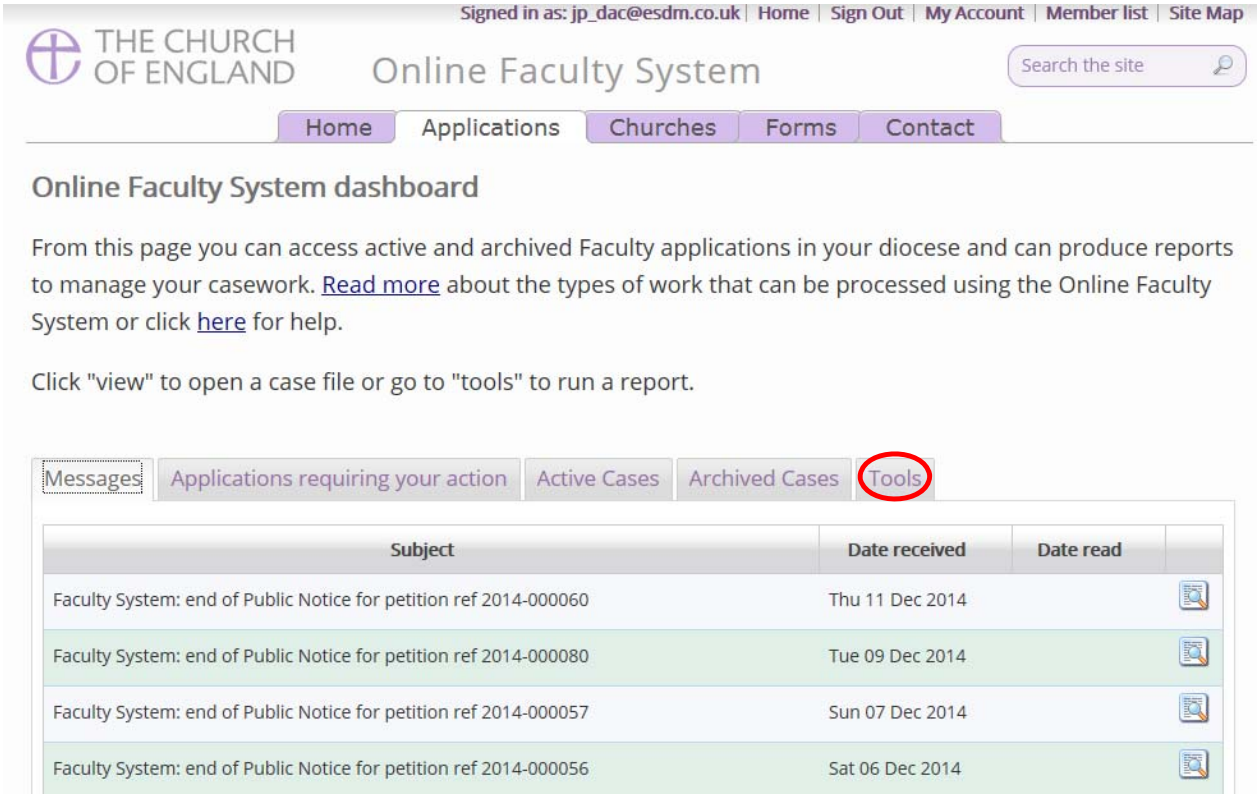
The Parish will receive an email from the Online Faculty System with your comments. Once they have made the necessary changes to their proposal, they can re-submit their proposal to you for further informal advice.

Providing Formal Advice on behalf of the DAC Committee

Generating an Agenda for the DAC Committee Meeting

The Online Faculty System can produce a simple list of all proposals in your diocese which are ready to go to the DAC committee. This can help you, for example, draw up agendas quickly and easily.

1. From your dashboard, go to the **Tools** tab (see *Navigating your Dashboard* on page 22)


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
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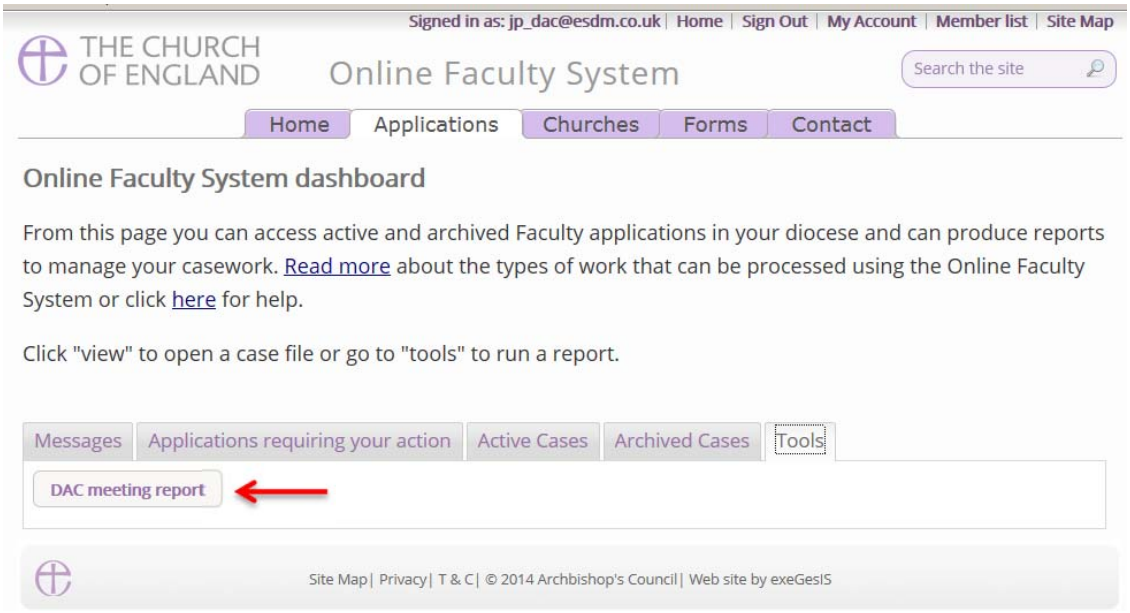
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. Read more about the types of work that can be processed using the Online Faculty System or click here for help.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
Subject
Date received
Date read
Faculty System: end of Public Notice for petition ref 2014-000060
Thu 11 Dec 2014
Faculty System: end of Public Notice for petition ref 2014-000080
Tue 09 Dec 2014
Faculty System: end of Public Notice for petition ref 2014-000057
Sun 07 Dec 2014
Faculty System: end of Public Notice for petition ref 2014-000056
Sat 06 Dec 2014

2. Click on **DAC meeting report**


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
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Online Faculty System
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Home
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Churches
Forms
Contact
Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. Read more about the types of work that can be processed using the Online Faculty System or click here for help.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
DAC meeting report
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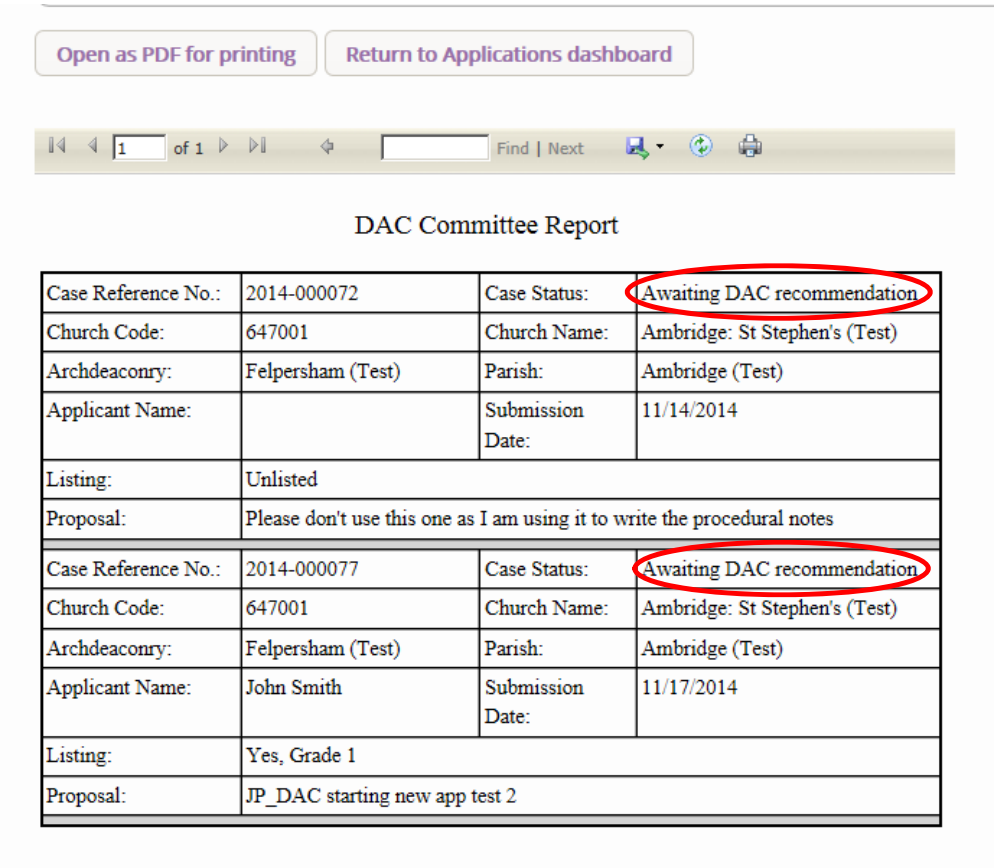
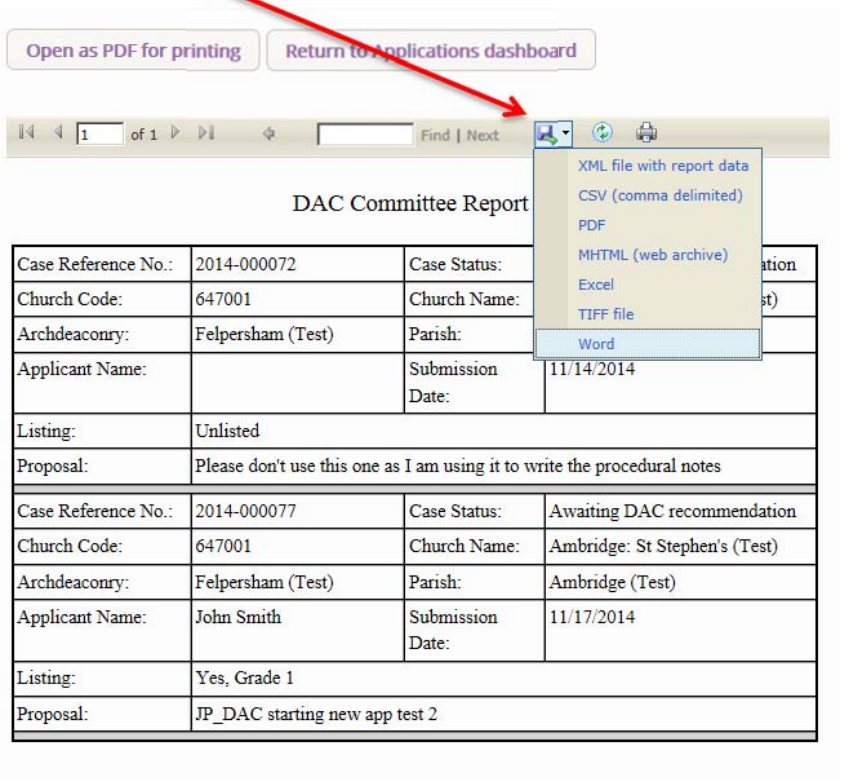
3. All the cases with the status **Awaiting DAC Recommendation** in your diocese will appear in a table complete with basic information about the proposal.



DAC Committee Report

Case Reference No.:	2014-000072	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:		Submission Date:	11/14/2014
Listing:	Unlisted		
Proposal:	Please don't use this one as I am using it to write the procedural notes		
Case Reference No.:	2014-000077	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:	John Smith	Submission Date:	11/17/2014
Listing:	Yes, Grade 1		
Proposal:	JP_DAC starting new app test 2		

4. Click **Open as PDF for printing** to print the document as seen on your screen.
5. **OR**, **export it into a Word** document and adapt the tables to fit your diocese's needs.



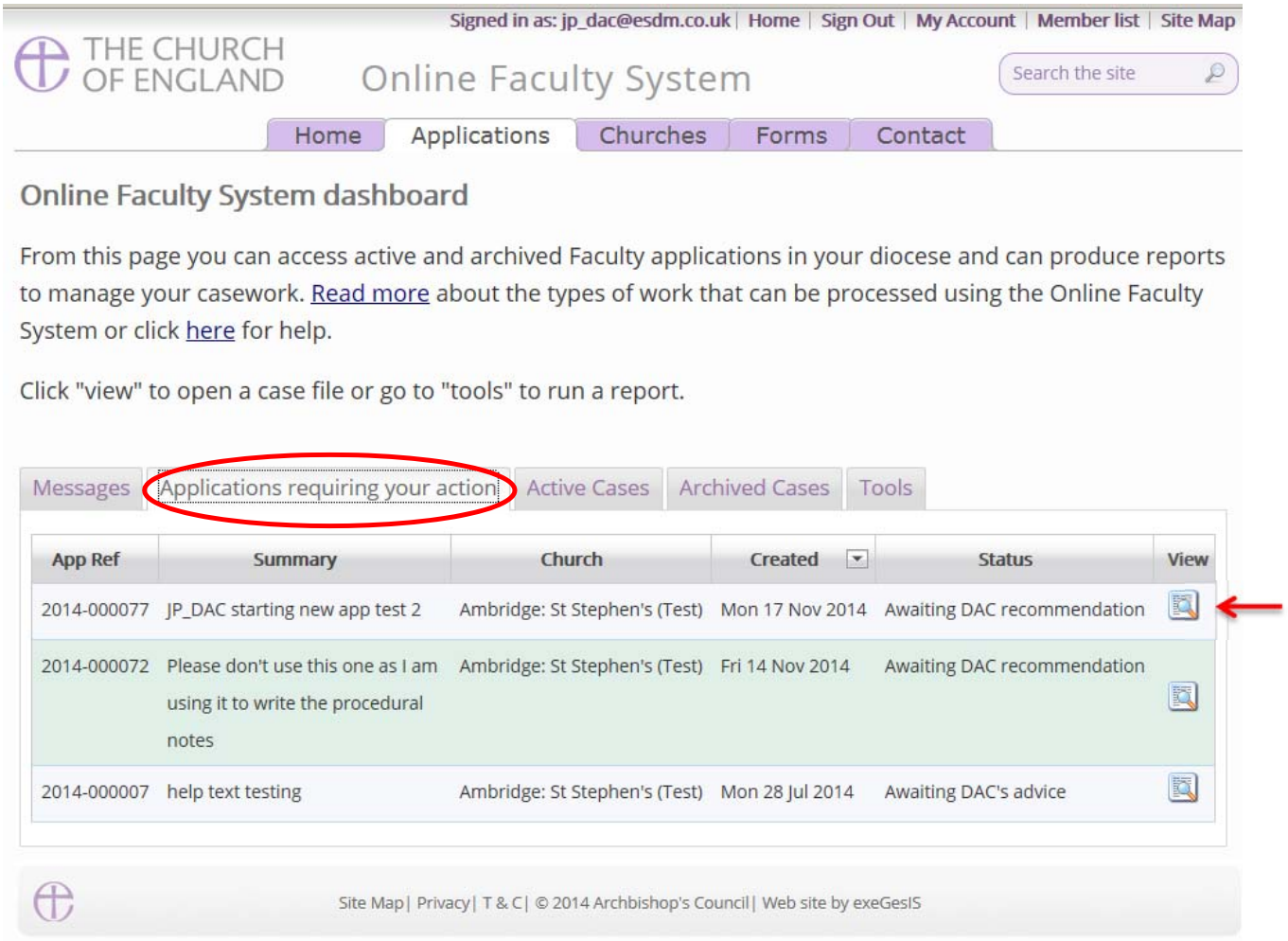
DAC Committee Report

Case Reference No.:	2014-000072	Case Status:	
Church Code:	647001	Church Name:	
Archdeaconry:	Felpersham (Test)	Parish:	
Applicant Name:		Submission Date:	11/14/2014
Listing:	Unlisted		
Proposal:	Please don't use this one as I am using it to write the procedural notes		
Case Reference No.:	2014-000077	Case Status:	Awaiting DAC recommendation
Church Code:	647001	Church Name:	Ambridge: St Stephen's (Test)
Archdeaconry:	Felpersham (Test)	Parish:	Ambridge (Test)
Applicant Name:	John Smith	Submission Date:	11/17/2014
Listing:	Yes, Grade 1		
Proposal:	JP_DAC starting new app test 2		

The DAC recommends the proposal

Should the Committee recommend the parish's proposal, use the Online Faculty System to complete your Notification of Advice.

1. Go to the main page (https://facultyonline.churchofengland.org)
2. Sign In
3. Go to the **Applications** tab
4. From you dashboard, find the proposal under **Applications Requiring your Action**.
5. Click the **View** icon to open the case file.


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
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Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. Read more about the types of work that can be processed using the Online Faculty System or click here for help.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
App Ref
Summary
Church
Created
Status
View
2014-000077
JP_DAC starting new app test 2
Ambridge: St Stephen's (Test)
Mon 17 Nov 2014
Awaiting DAC recommendation
2014-000072
Please don't use this one as I am using it to write the procedural notes
Ambridge: St Stephen's (Test)
Fri 14 Nov 2014
Awaiting DAC recommendation
2014-000007
help text testing
Ambridge: St Stephen's (Test)
Mon 28 Jul 2014
Awaiting DAC's advice
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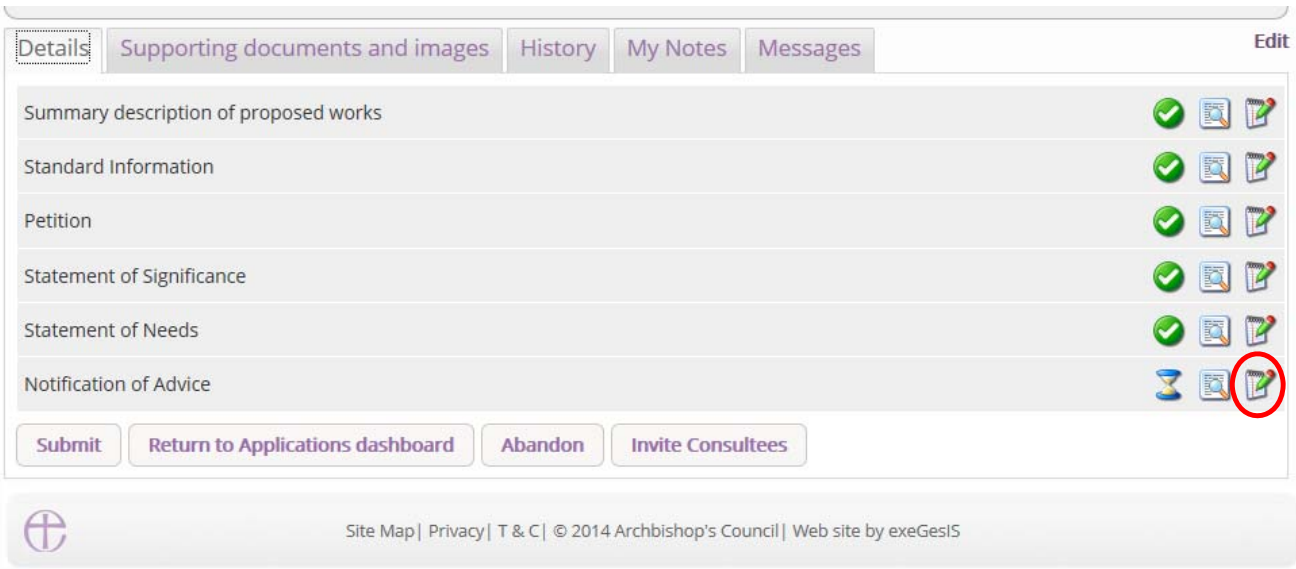
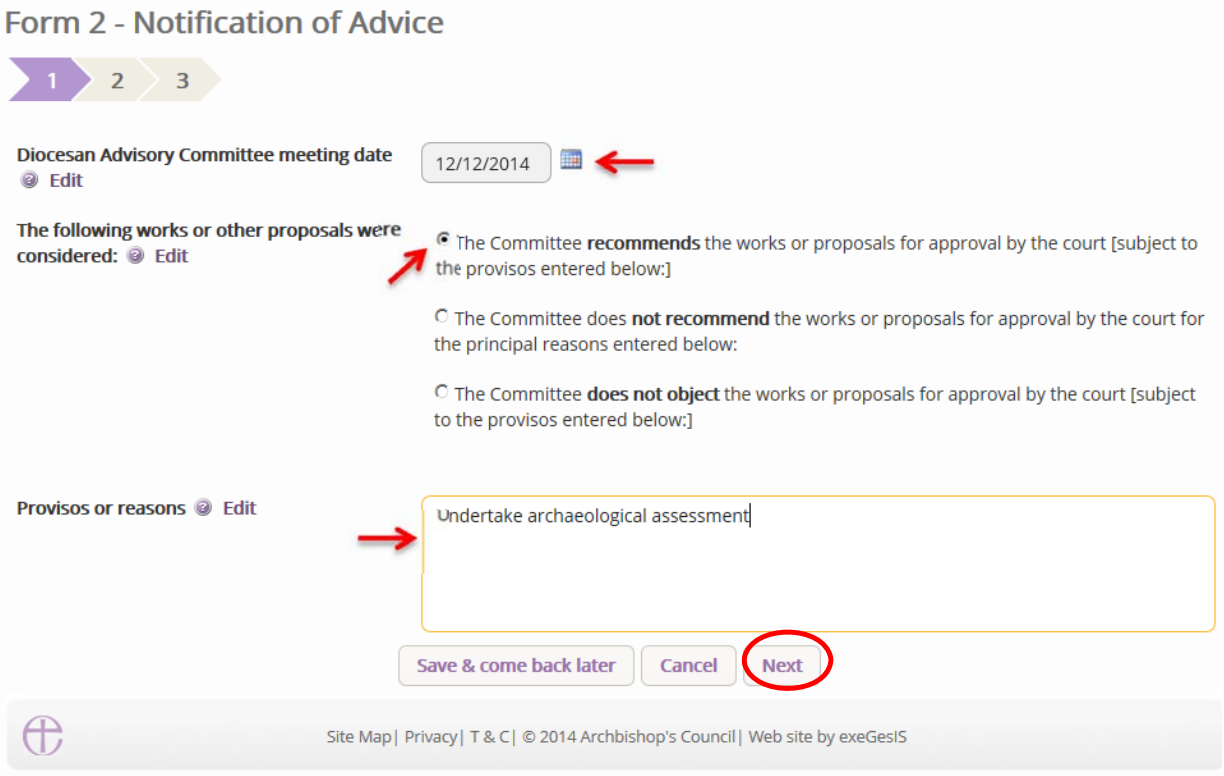
6. On the case file's details tab, click the **Edit** icon to open the **Notification of Advice** form.



7. Complete **step 1**
    a. Enter the **date** of the DAC Committee meeting
    b. Enter the DAC Committee's **recommendation**
    c. Insert your **provisos/reasons**
    d. Click **Next**


Form 2 - Notification of Advice
1
2
3
Diocesan Advisory Committee meeting date
Edit
12/12/2014
The following works or other proposals were considered:
Edit
The Committee recommends the works or proposals for approval by the court [subject to the provisos entered below:]
The Committee does not recommend the works or proposals for approval by the court for the principal reasons entered below:
The Committee does not object the works or proposals for approval by the court [subject to the provisos entered below:]
Provisos or reasons
Edit
Undertake archaeological assessment
Save & come back later
Cancel
Next
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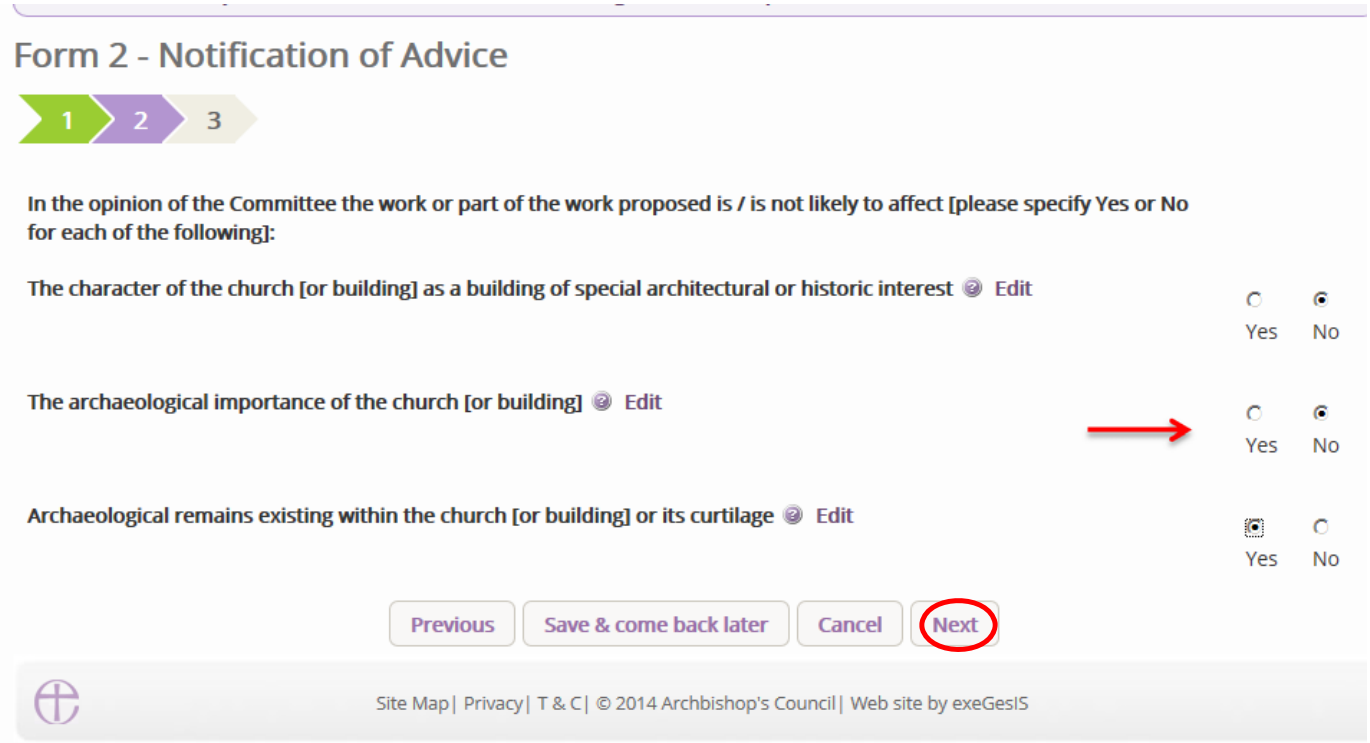
8. Complete **step 2**
9. Click **Next**


Form 2 - Notification of Advice
1
2
3
In the opinion of the Committee the work or part of the work proposed is / is not likely to affect [please specify Yes or No for each of the following]:
The character of the church [or building] as a building of special architectural or historic interest
Edit
Yes
No
The archaeological importance of the church [or building]
Edit
Yes
No
Archaeological remains existing within the church [or building] or its curtilage
Edit
Yes
No
Previous
Save & come back later
Cancel
Next
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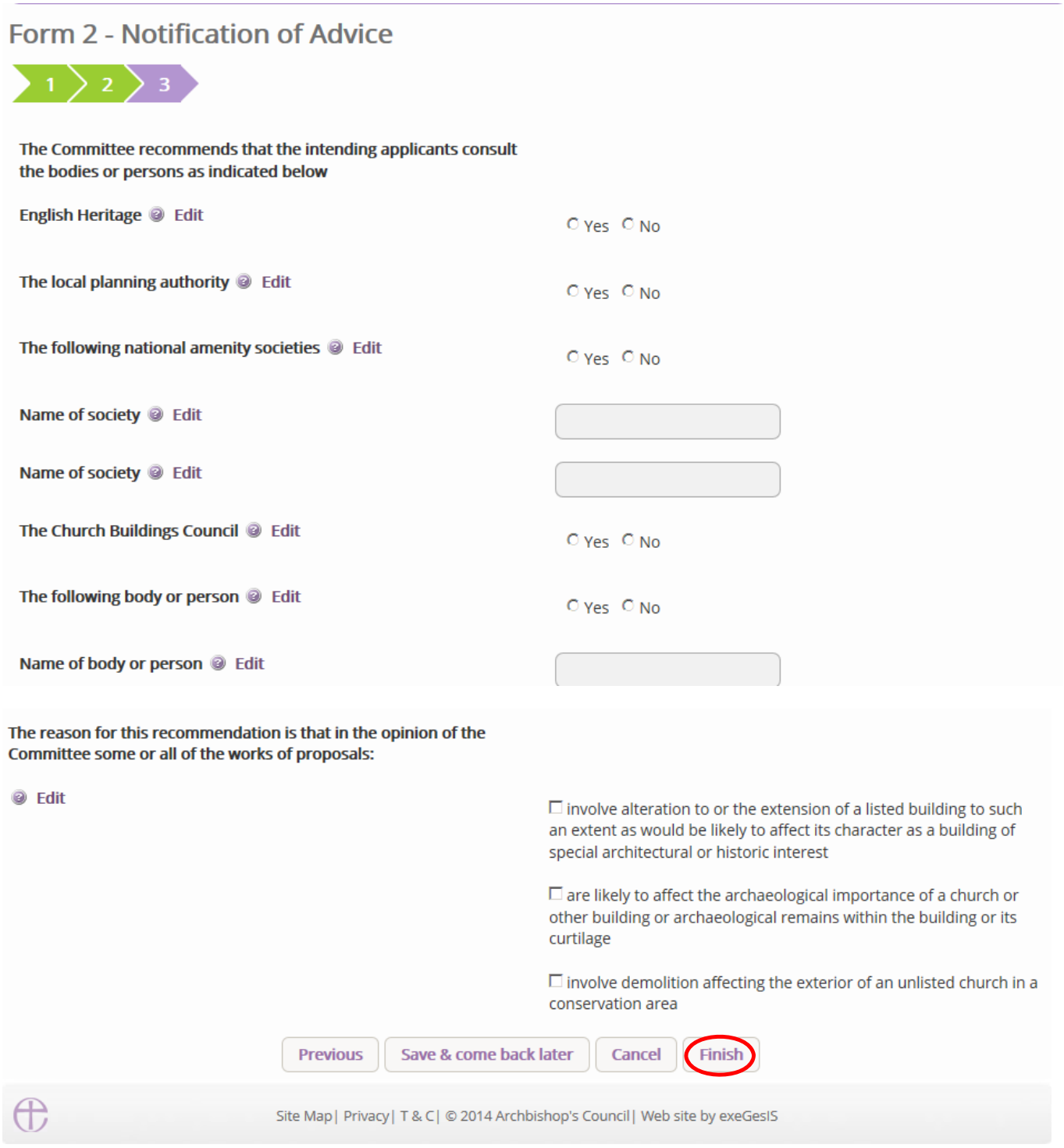
10. Complete **step 3** and click **Finish**


Form 2 - Notification of Advice
1 2 3
The Committee recommends that the intending applicants consult the bodies or persons as indicated below
English Heritage Edit
Yes No
The local planning authority Edit
Yes No
The following national amenity societies Edit
Yes No
Name of society Edit
Name of society Edit
The Church Buildings Council Edit
Yes No
The following body or person Edit
Yes No
Name of body or person Edit
The reason for this recommendation is that in the opinion of the Committee some or all of the works of proposals:
Edit
involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest
are likely to affect the archaeological importance of a church or other building or archaeological remains within the building or its curtilage
involve demolition affecting the exterior of an unlisted church in a conservation area
Previous
Save & come back later
Cancel
Finish
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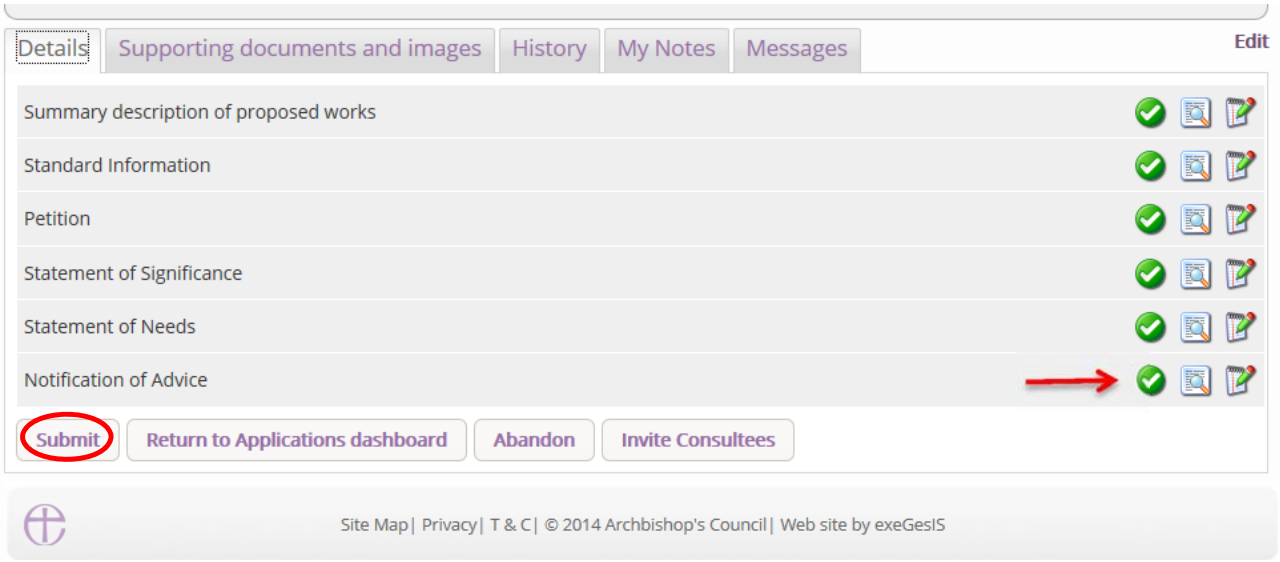
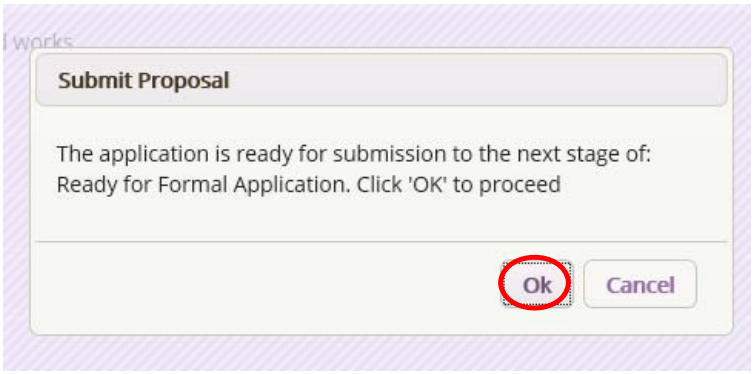
11. The form is now marked as complete. Click **Submit** to send the committee's recommendation to the parish.



12. You will get this prompt. Click **Ok** to proceed or Cancel to abort.

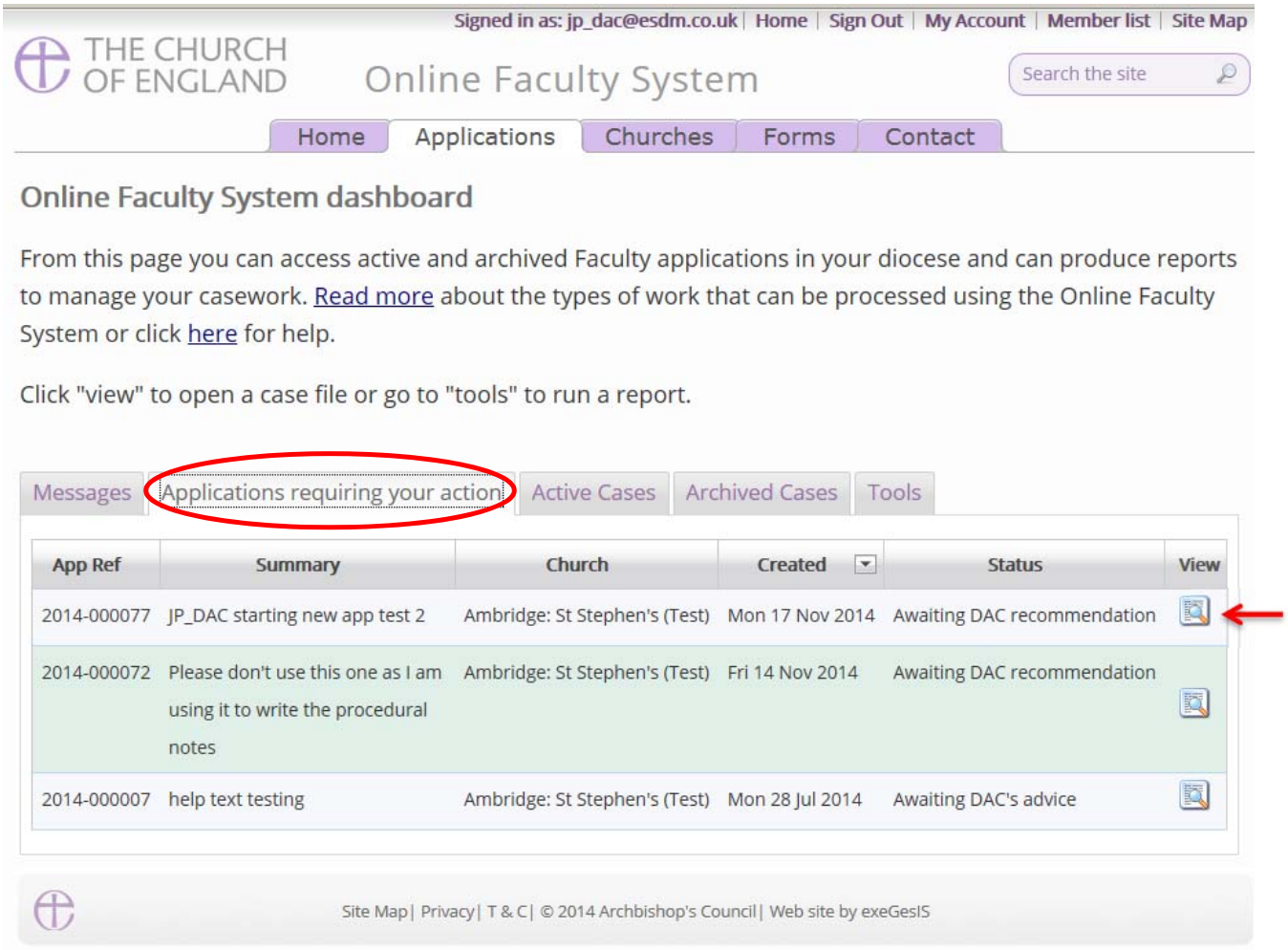

Submit Proposal
The application is ready for submission to the next stage of:
Ready for Formal Application. Click 'OK' to proceed
Ok
Cancel

See page 87 for more on how to complete the Public Notice form.

The DAC does not object to your proposal

Should the Committee not object to the parish's proposal, use the Online Faculty System to complete your Notification of Advice.

1. Go to the main page (https://facultyonline.churchofengland.org)
2. Sign In
3. Go to the **Applications** tab
4. From you dashboard, find the proposal under **Applications Requiring your Action**.
5. Click the **View** icon to open the case file.


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. Read more about the types of work that can be processed using the Online Faculty System or click here for help.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
App Ref
Summary
Church
Created
Status
View
2014-000077
JP_DAC starting new app test 2
Ambridge: St Stephen's (Test)
Mon 17 Nov 2014
Awaiting DAC recommendation
2014-000072
Please don't use this one as I am using it to write the procedural notes
Ambridge: St Stephen's (Test)
Fri 14 Nov 2014
Awaiting DAC recommendation
2014-000007
help text testing
Ambridge: St Stephen's (Test)
Mon 28 Jul 2014
Awaiting DAC's advice
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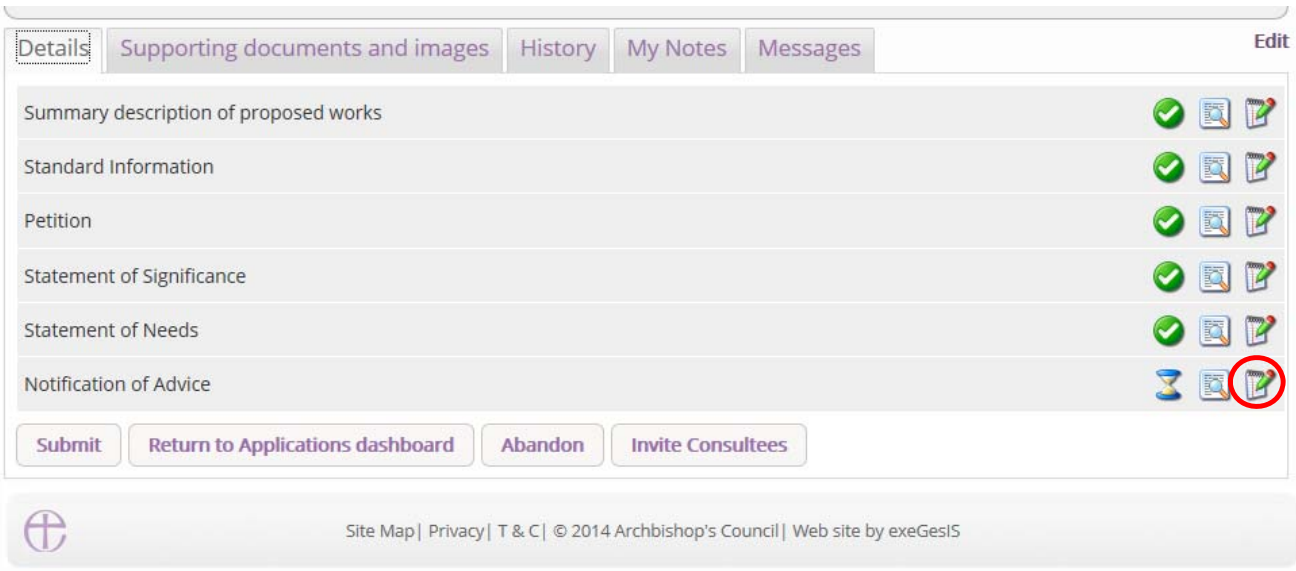
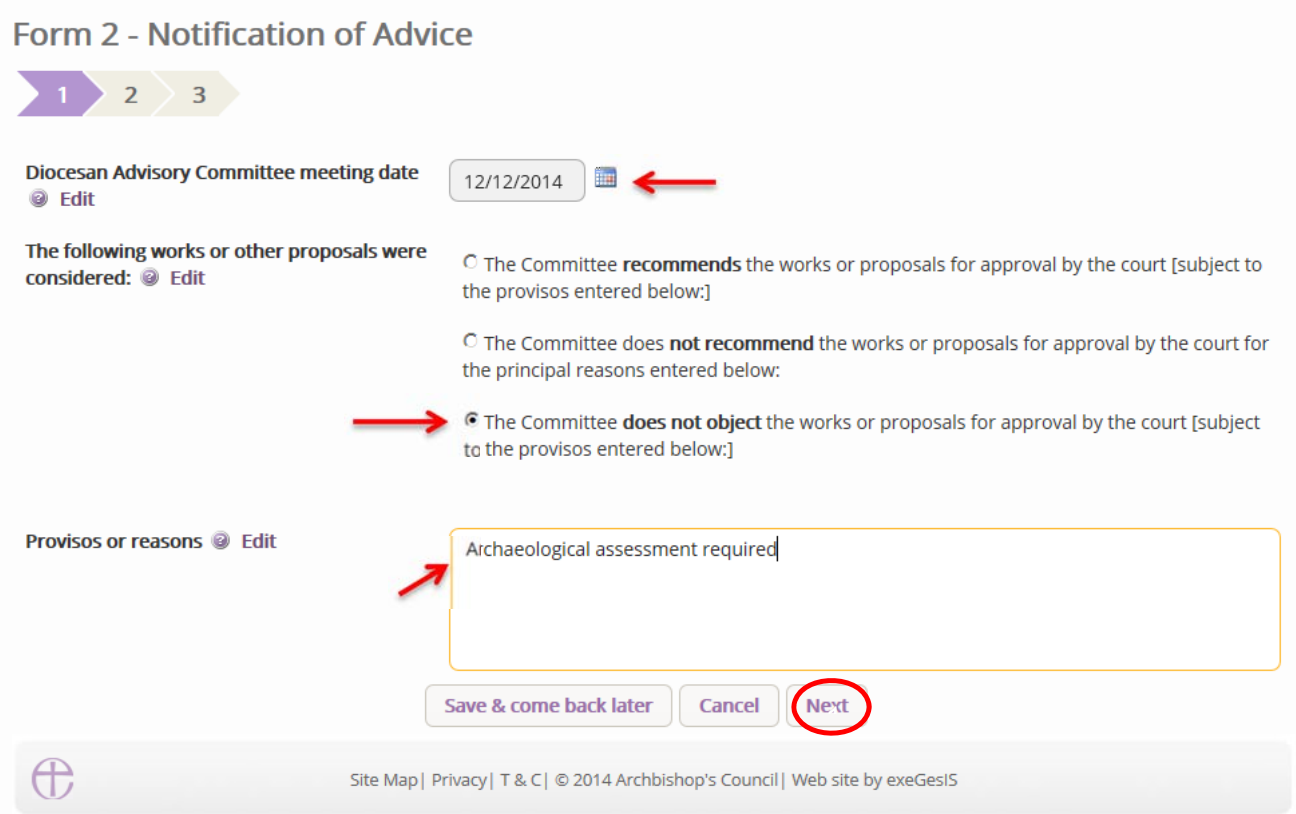
6. On the case file's details tab, click the **Edit** icon to open the **Notification of Advice** form.



7. Complete **step 1**
    a. Enter the **date** of the DAC Committee meeting
    b. Enter the DAC Committee's **recommendation**
    c. Insert your **provisos/reasons**
    d. Click **Next**


Form 2 - Notification of Advice
1
2
3
Diocesan Advisory Committee meeting date
Edit
12/12/2014
The following works or other proposals were considered:
Edit
The Committee recommends the works or proposals for approval by the court [subject to the provisos entered below:]
The Committee does not recommend the works or proposals for approval by the court for the principal reasons entered below:
The Committee does not object the works or proposals for approval by the court [subject to the provisos entered below:]
Provisos or reasons
Edit
Archaeological assessment required
Save & come back later
Cancel
Next
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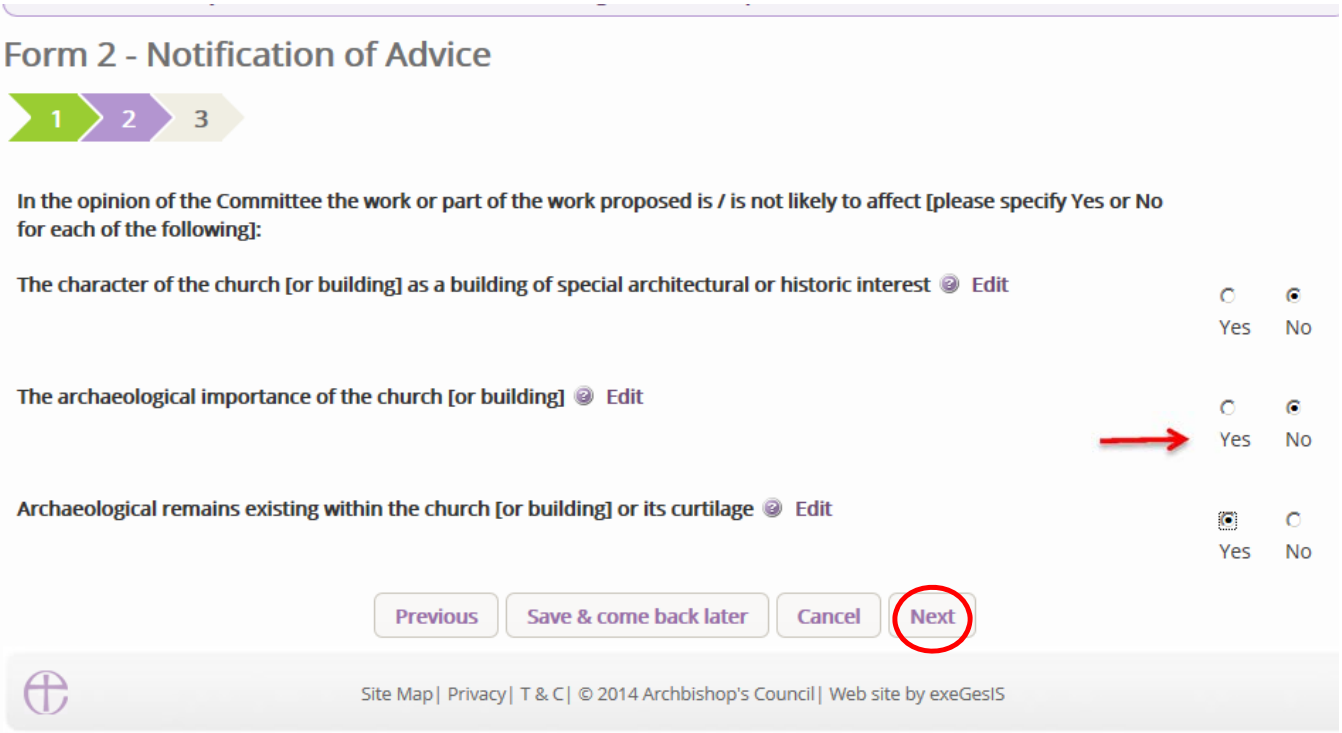
8. Complete **step 2**
9. Click **Next**


Form 2 - Notification of Advice
1
2
3
In the opinion of the Committee the work or part of the work proposed is / is not likely to affect [please specify Yes or No for each of the following]:
The character of the church [or building] as a building of special architectural or historic interest
Edit
Yes
No
The archaeological importance of the church [or building]
Edit
Yes
No
Archaeological remains existing within the church [or building] or its curtilage
Edit
Yes
No
Previous
Save & come back later
Cancel
Next
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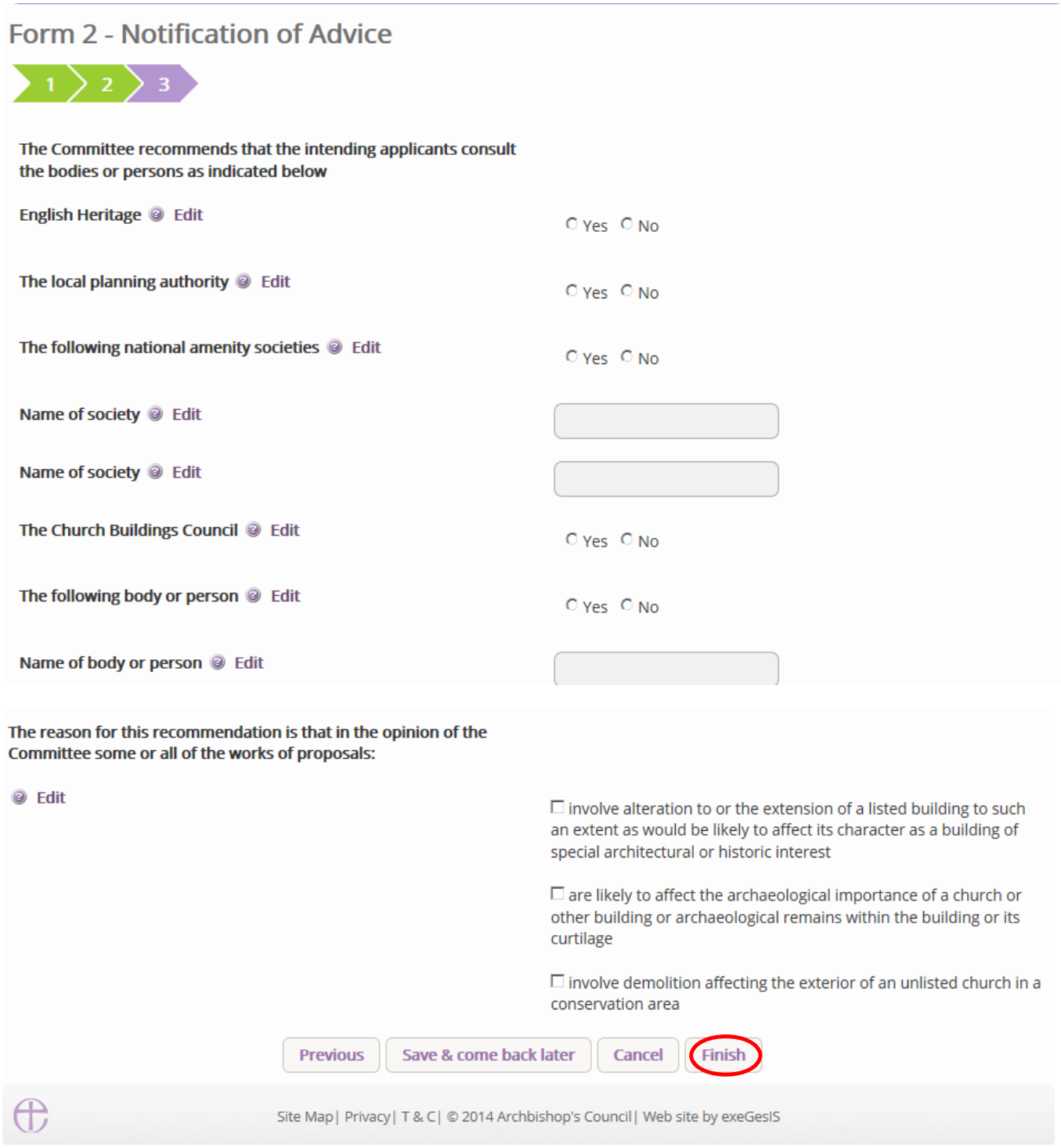
10. Complete **step 3** and click **Finish**


Form 2 - Notification of Advice
1
2
3
The Committee recommends that the intending applicants consult the bodies or persons as indicated below
English Heritage Edit
Yes No
The local planning authority Edit
Yes No
The following national amenity societies Edit
Yes No
Name of society Edit
Name of society Edit
The Church Buildings Council Edit
Yes No
The following body or person Edit
Yes No
Name of body or person Edit
The reason for this recommendation is that in the opinion of the Committee some or all of the works of proposals:
Edit
involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest
are likely to affect the archaeological importance of a church or other building or archaeological remains within the building or its curtilage
involve demolition affecting the exterior of an unlisted church in a conservation area
Previous
Save & come back later
Cancel
Finish
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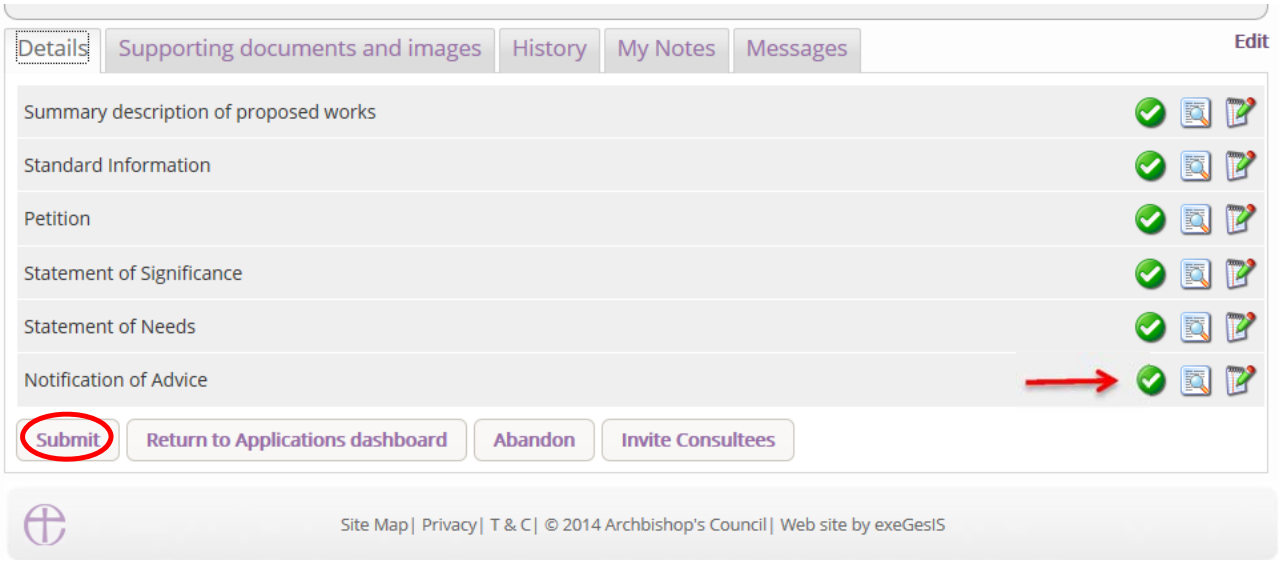
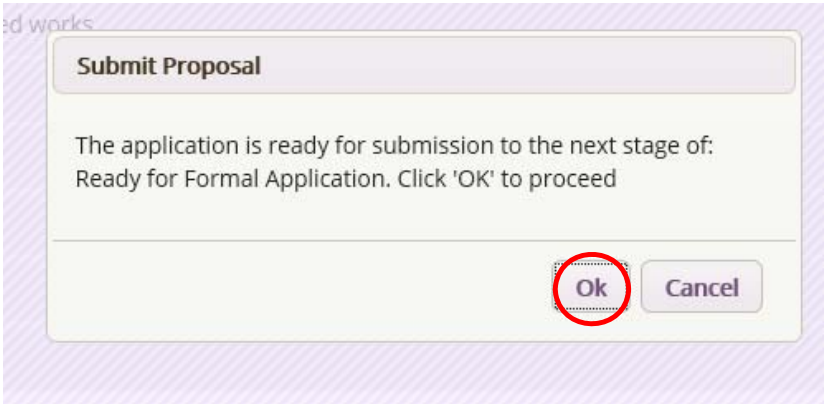
11. The form is now marked as complete. Click **Submit** to send the committee's recommendation to the parish.



12. You will get this prompt. Click **Ok** to proceed or Cancel to abort.

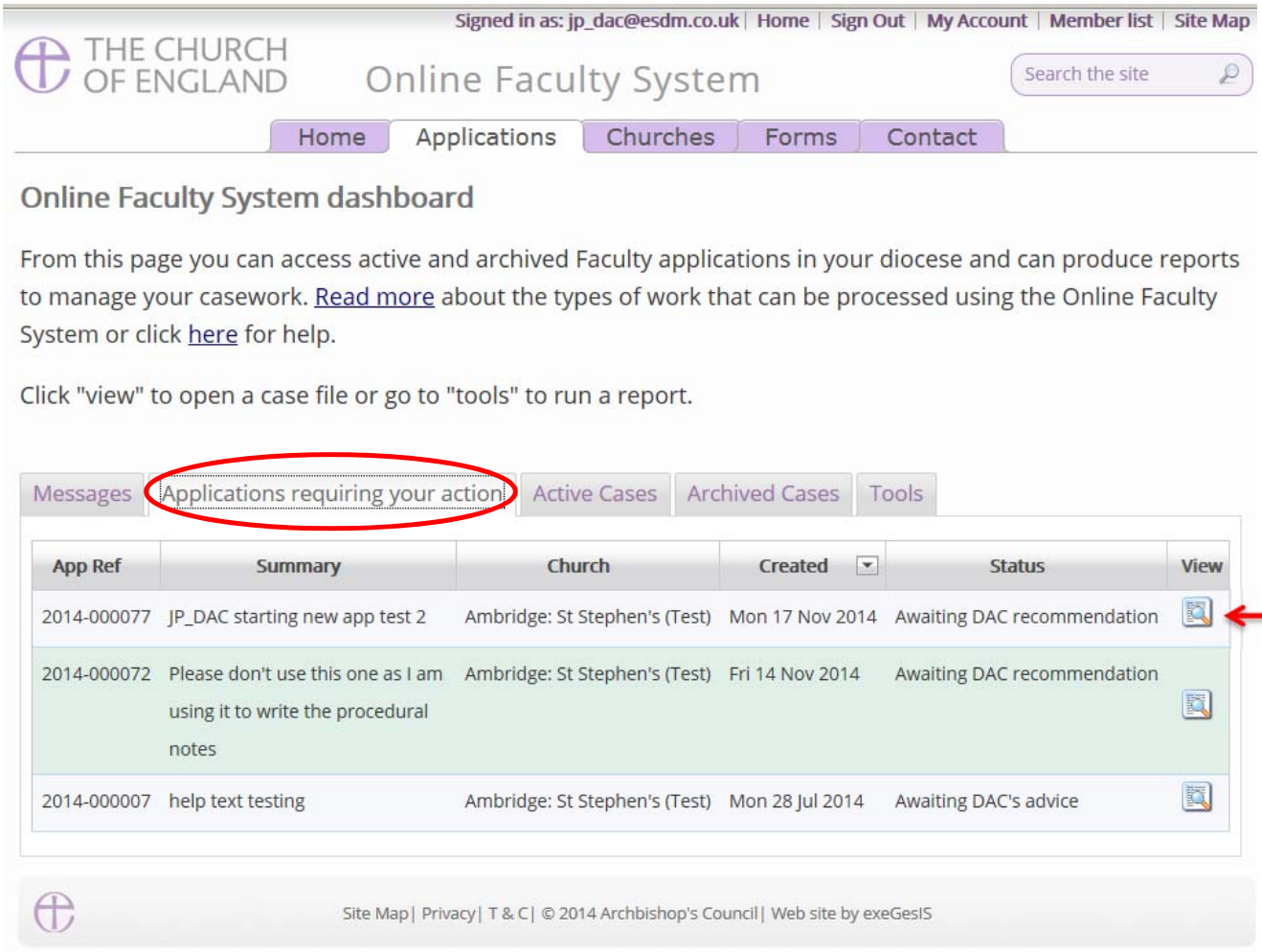

Submit Proposal
The application is ready for submission to the next stage of:
Ready for Formal Application. Click 'OK' to proceed
Ok
Cancel

See page 87 for more on how to complete the Public Notice form.

The DAC does not recommend your proposal

Should the Committee not recommend the parish's proposal, use the Online Faculty System to complete your Notification of Advice.

1. Go to the main page (https://facultyonline.churchofengland.org)
2. Sign In
3. Go to the **Applications** tab
4. From you dashboard, find the proposal under **Applications Requiring your Action**.
5. Click the **View** icon to open the case file.


Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Online Faculty System dashboard
From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. Read more about the types of work that can be processed using the Online Faculty System or click here for help.
Click "view" to open a case file or go to "tools" to run a report.
Messages
Applications requiring your action
Active Cases
Archived Cases
Tools
App Ref
Summary
Church
Created
Status
View
2014-000077
JP_DAC starting new app test 2
Ambridge: St Stephen's (Test)
Mon 17 Nov 2014
Awaiting DAC recommendation
2014-000072
Please don't use this one as I am using it to write the procedural notes
Ambridge: St Stephen's (Test)
Fri 14 Nov 2014
Awaiting DAC recommendation
2014-000007
help text testing
Ambridge: St Stephen's (Test)
Mon 28 Jul 2014
Awaiting DAC's advice
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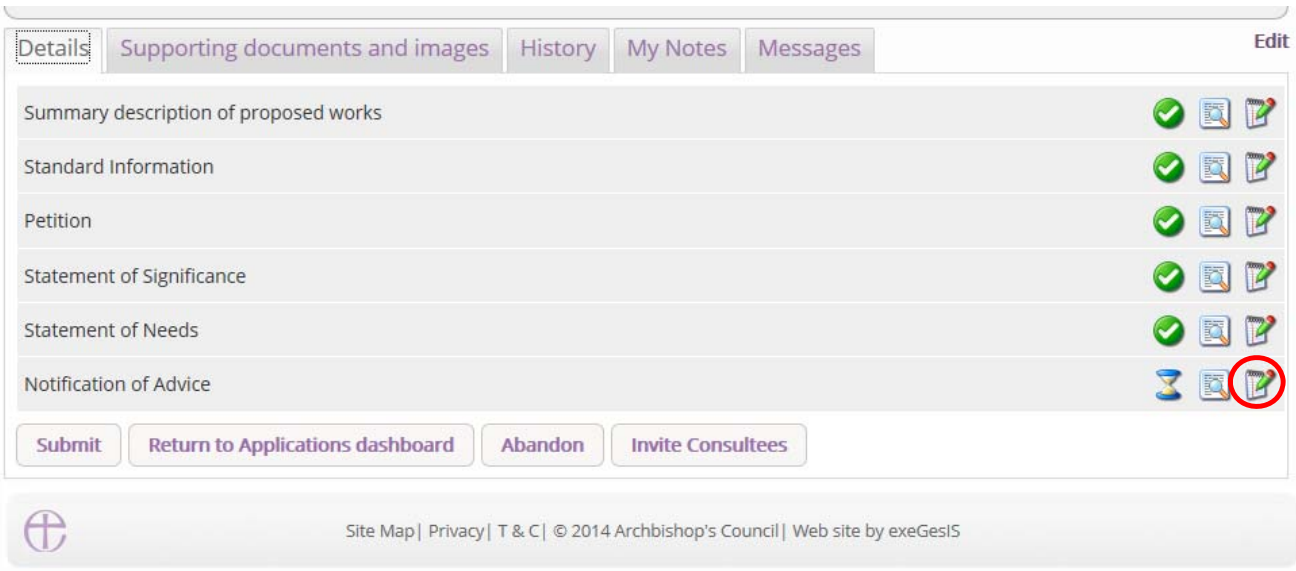
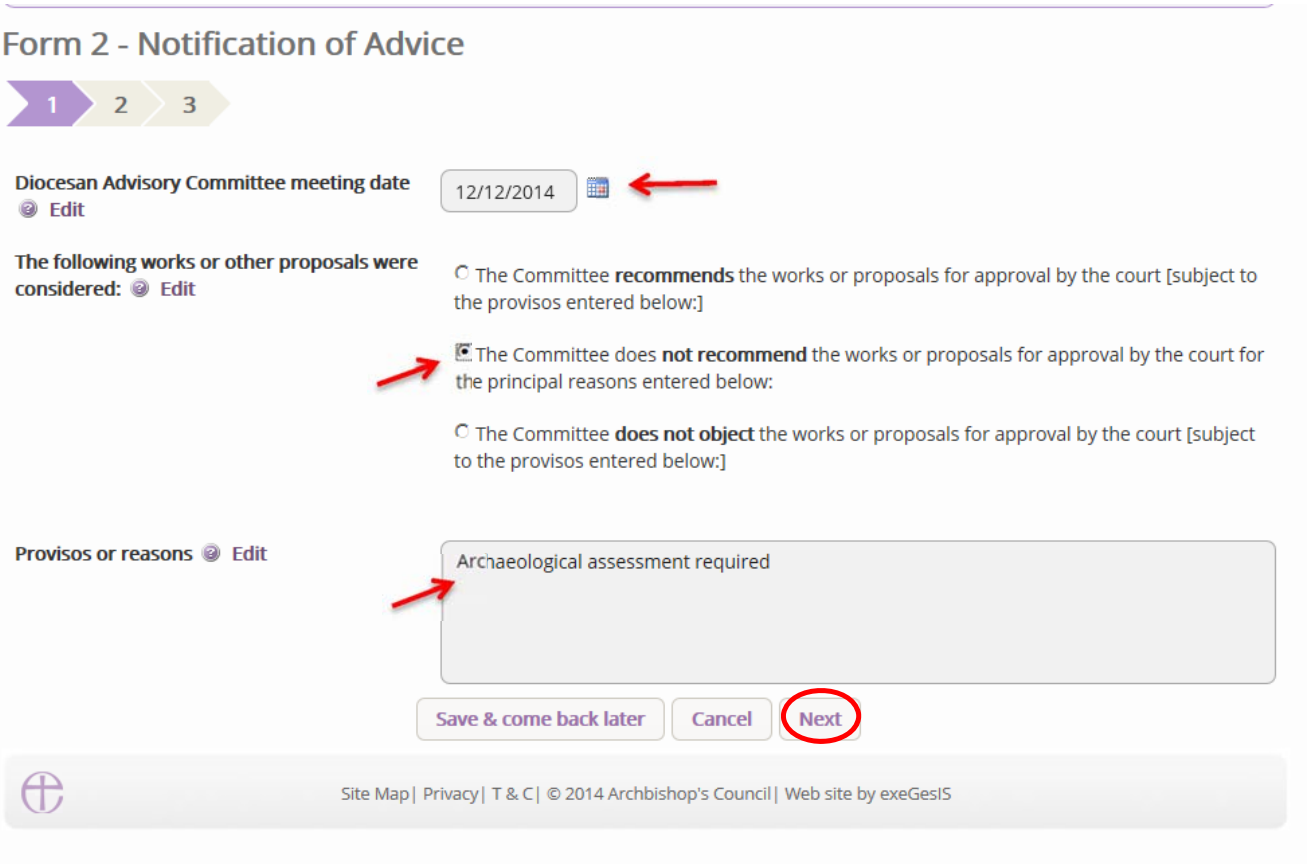
6. On the case file's details tab, click the **Edit** icon to open the **Notification of Advice** form.



7. Complete **step 1**
    a. Enter the **date** of the DAC Committee meeting
    b. Enter the DAC Committee's **recommendation**
    c. Insert your **provisos/reasons**
    d. Click **Next**


Form 2 - Notification of Advice
1
2
3
Diocesan Advisory Committee meeting date
Edit
12/12/2014
The following works or other proposals were considered:
Edit
The Committee recommends the works or proposals for approval by the court [subject to the provisos entered below:]
The Committee does not recommend the works or proposals for approval by the court for the principal reasons entered below:
The Committee does not object the works or proposals for approval by the court [subject to the provisos entered below:]
Provisos or reasons
Edit
Archaeological assessment required
Save & come back later
Cancel
Next
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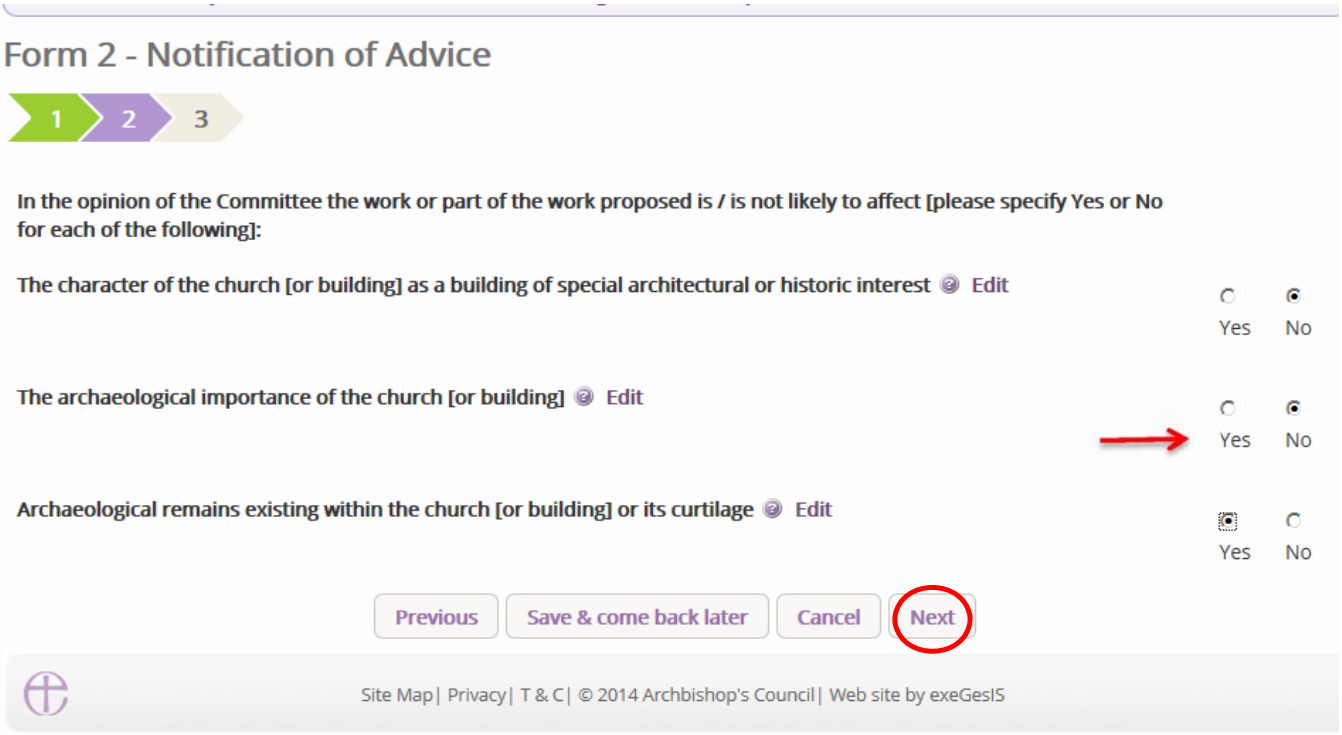
8. Complete **step 2**
9. Click **Next**


Form 2 - Notification of Advice
1
2
3
In the opinion of the Committee the work or part of the work proposed is / is not likely to affect [please specify Yes or No for each of the following]:
The character of the church [or building] as a building of special architectural or historic interest
Edit
Yes
No
The archaeological importance of the church [or building]
Edit
Yes
No
Archaeological remains existing within the church [or building] or its curtilage
Edit
Yes
No
Previous
Save & come back later
Cancel
Next
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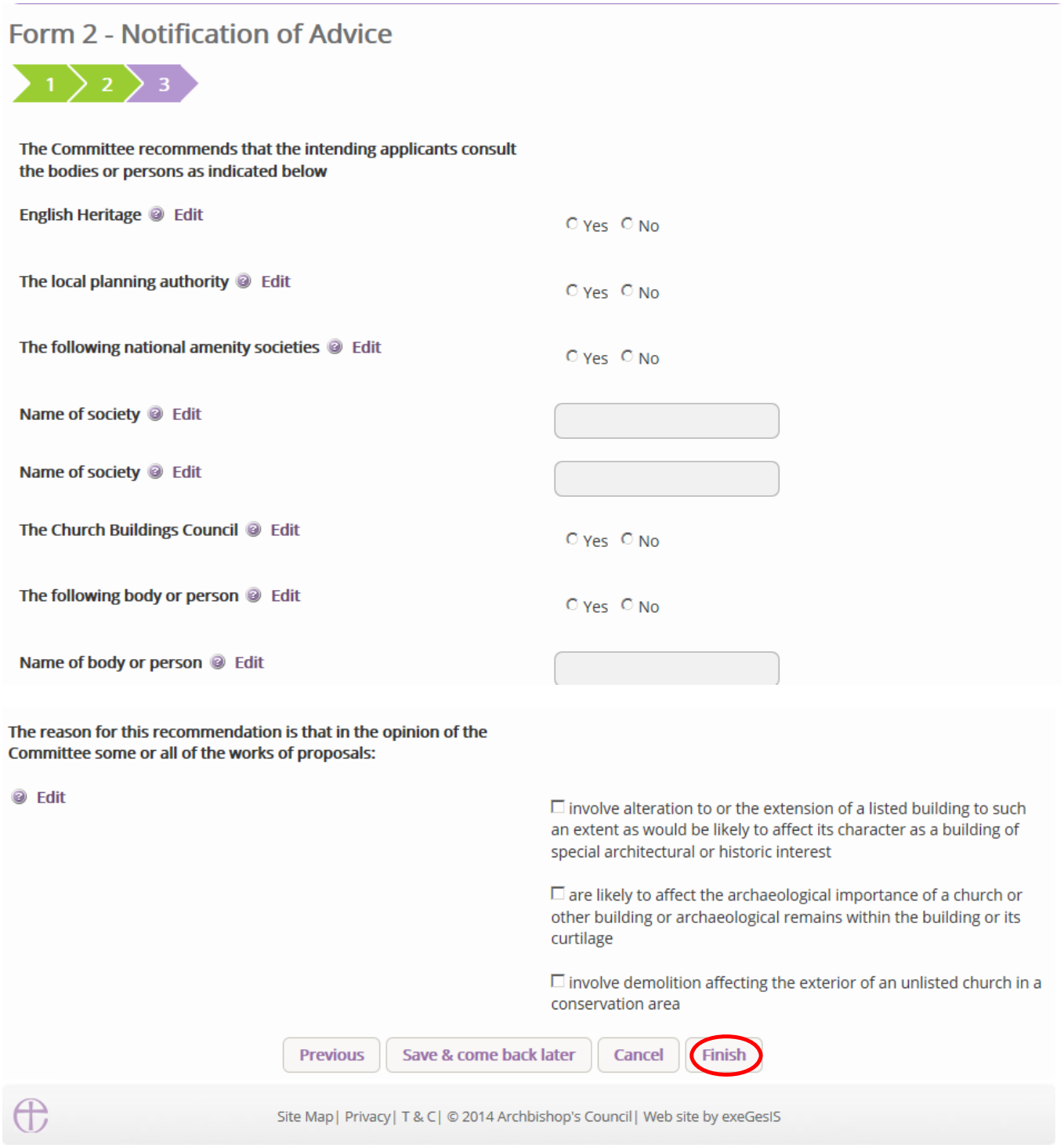
10. Complete **step 3** and click **Finish**


Form 2 - Notification of Advice
1 2 3
The Committee recommends that the intending applicants consult the bodies or persons as indicated below
English Heritage Edit
Yes No
The local planning authority Edit
Yes No
The following national amenity societies Edit
Yes No
Name of society Edit
Name of society Edit
The Church Buildings Council Edit
Yes No
The following body or person Edit
Yes No
Name of body or person Edit
The reason for this recommendation is that in the opinion of the Committee some or all of the works of proposals:
Edit
involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest
are likely to affect the archaeological importance of a church or other building or archaeological remains within the building or its curtilage
involve demolition affecting the exterior of an unlisted church in a conservation area
Previous
Save & come back later
Cancel
Finish
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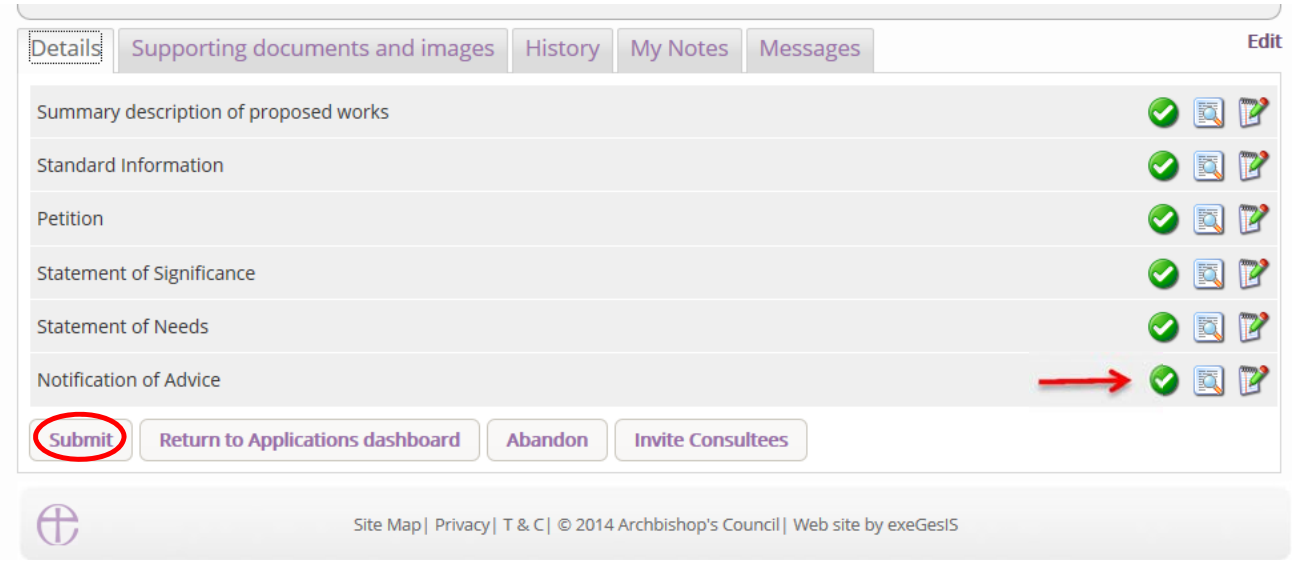
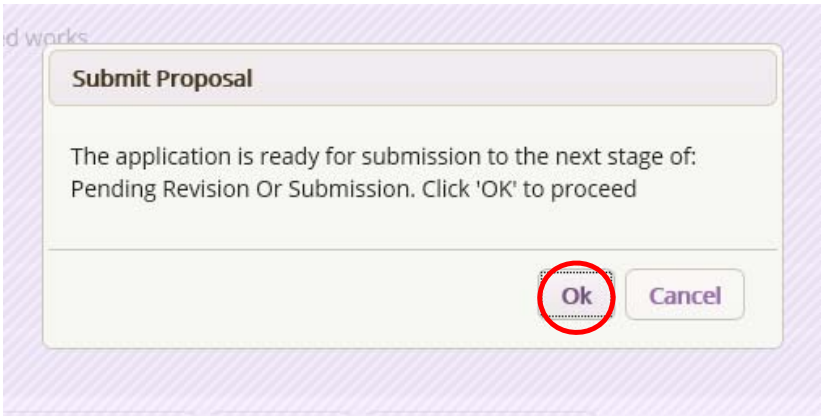
11. The form is now marked as complete. Click **Submit** to send the committee's recommendation to the parish.



12. You will get this prompt. Click **Ok** to proceed or Cancel to abort.


Submit Proposal
The application is ready for submission to the next stage of: Pending Revision Or Submission. Click 'OK' to proceed
Ok
Cancel

Should the DAC Committee not recommend the proposal, the parish will have the option to **revise** their application and continue to seek DAC advice, OR, to **submit** their formal application to the court despite DAC advice.

Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
Notification of Advice
Submit anyway
Revise
Return to Applications dashboard
Abandon
Invite Consultees
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See page 87 for more on how to complete the Public Notice form.

Public Notice Form

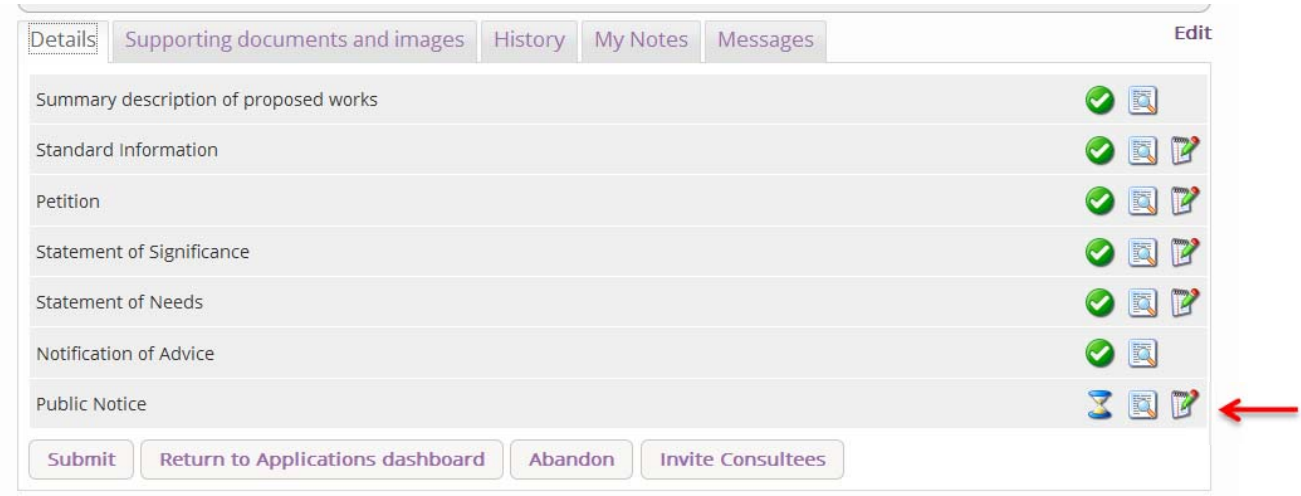
The Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can be read by the public.

It must be displayed no later than on the day the applicant submits their application to the diocesan registry (or on a later day if the chancellor so directs)

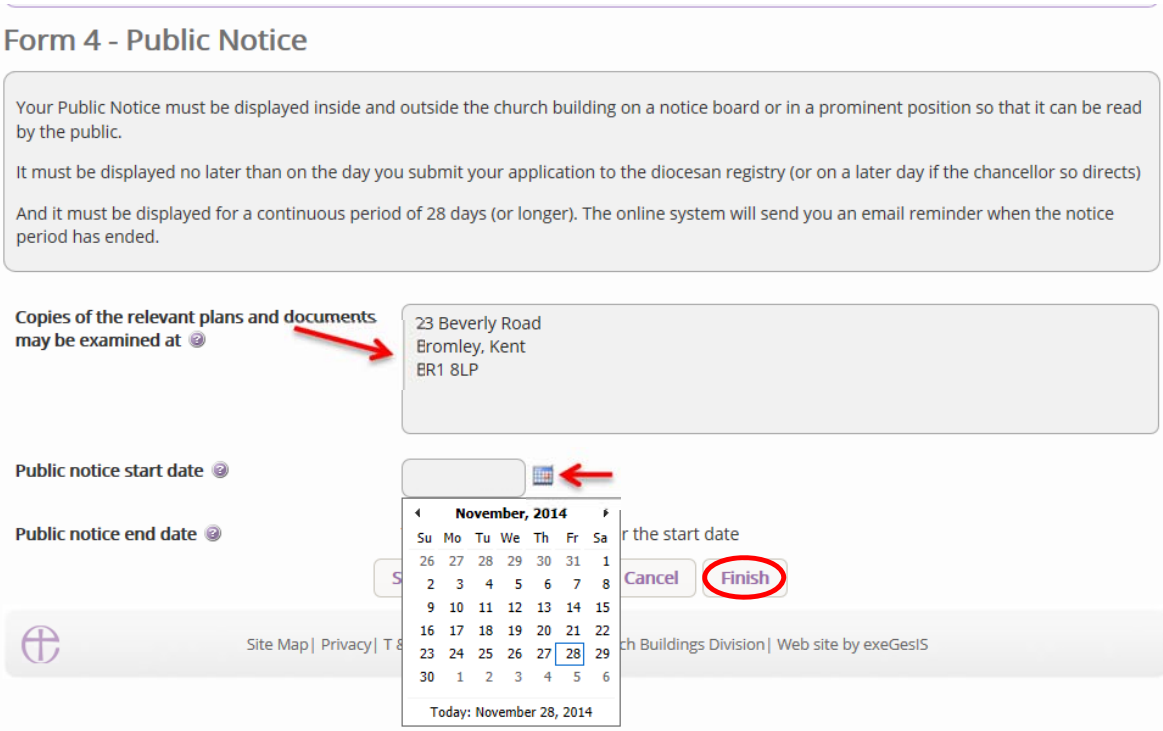
And it must be displayed for a continuous period of 28 days (or longer). The online system will send the applicant and the DAC an email reminder when the notice period has ended.

To complete the public notice form on behalf of the parish:

1. Sign in to the Online Faculty System
2. Locate the proposal on your dashboard (see *Navigating your Dashboard* page 22)
3. Click the **Edit** icon



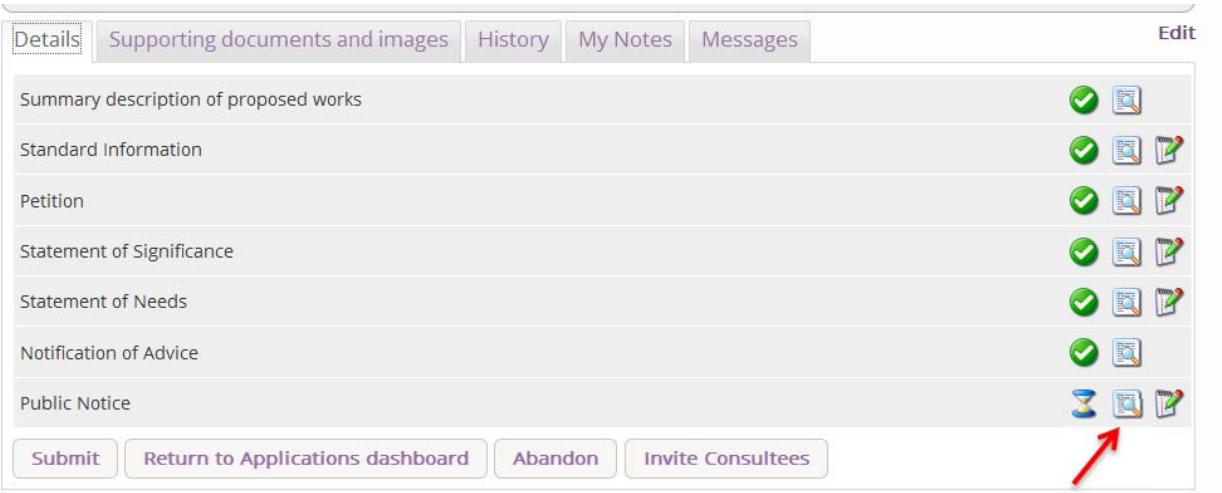
4. Indicate **where** a member of the public could view copies of the application's relevant plans and documents
5. Using the **Calendar** function, select the date the applicant will put up the public notice inside and outside the church building
6. Click **Finish**. (You will still be able to make changes if necessary)


Form 4 - Public Notice
Your Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can be read by the public.
It must be displayed no later than on the day you submit your application to the diocesan registry (or on a later day if the chancellor so directs)
And it must be displayed for a continuous period of 28 days (or longer). The online system will send you an email reminder when the notice period has ended.
Copies of the relevant plans and documents may be examined at
23 Beverly Road
Bromley, Kent
BR1 8LP
Public notice start date
Public notice end date
November, 2014
Su Mo Tu We Th Fr Sa
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6
Today: November 28, 2014
r the start date
Cancel
Finish
Site Map| Privacy| T
ch Buildings Division| Web site by exeGesIS

The Online Faculty System will automatically calculate the end date for you.

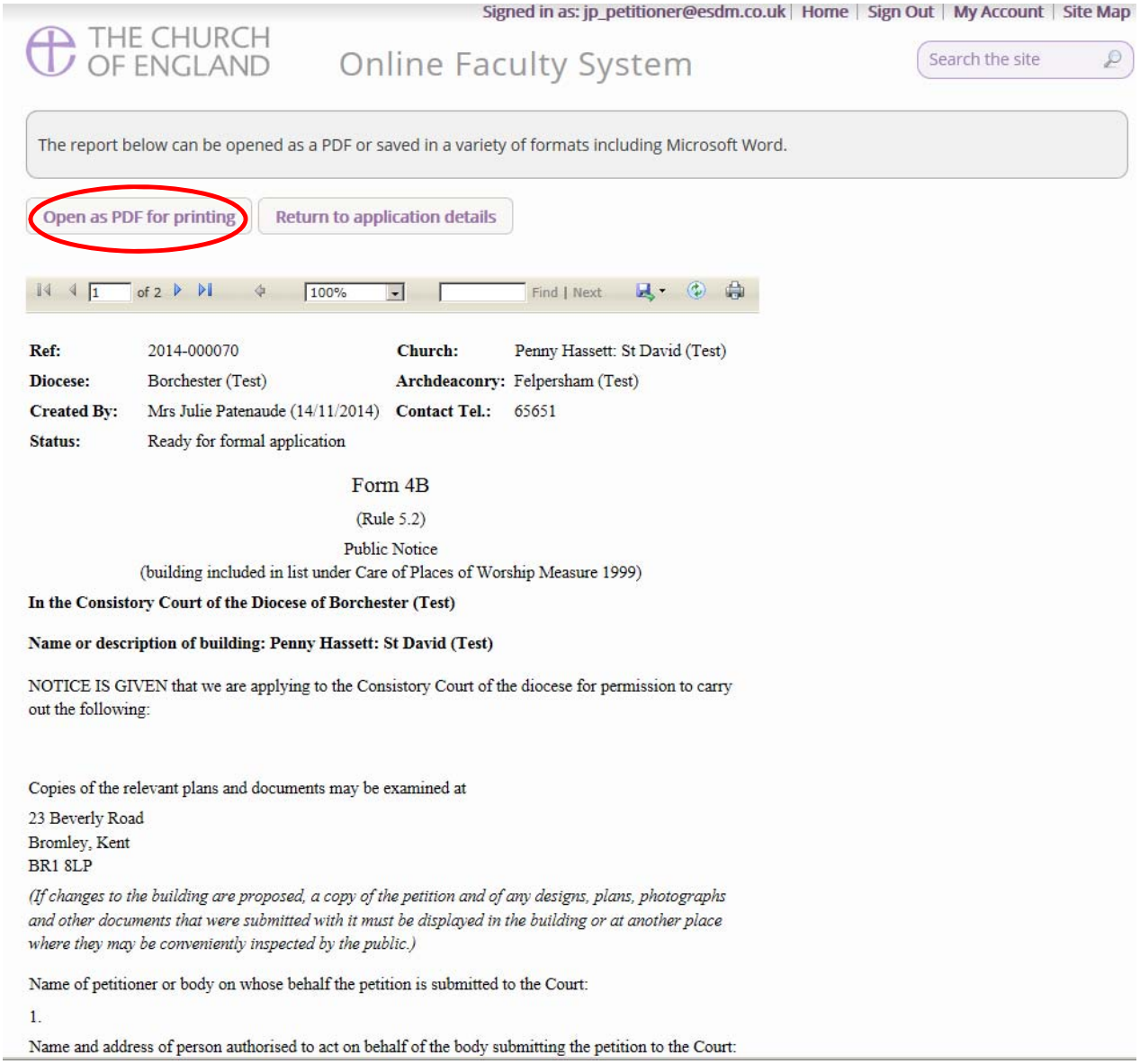
To **print** and/or access the Public Notice form:

7. Click the **View** icon



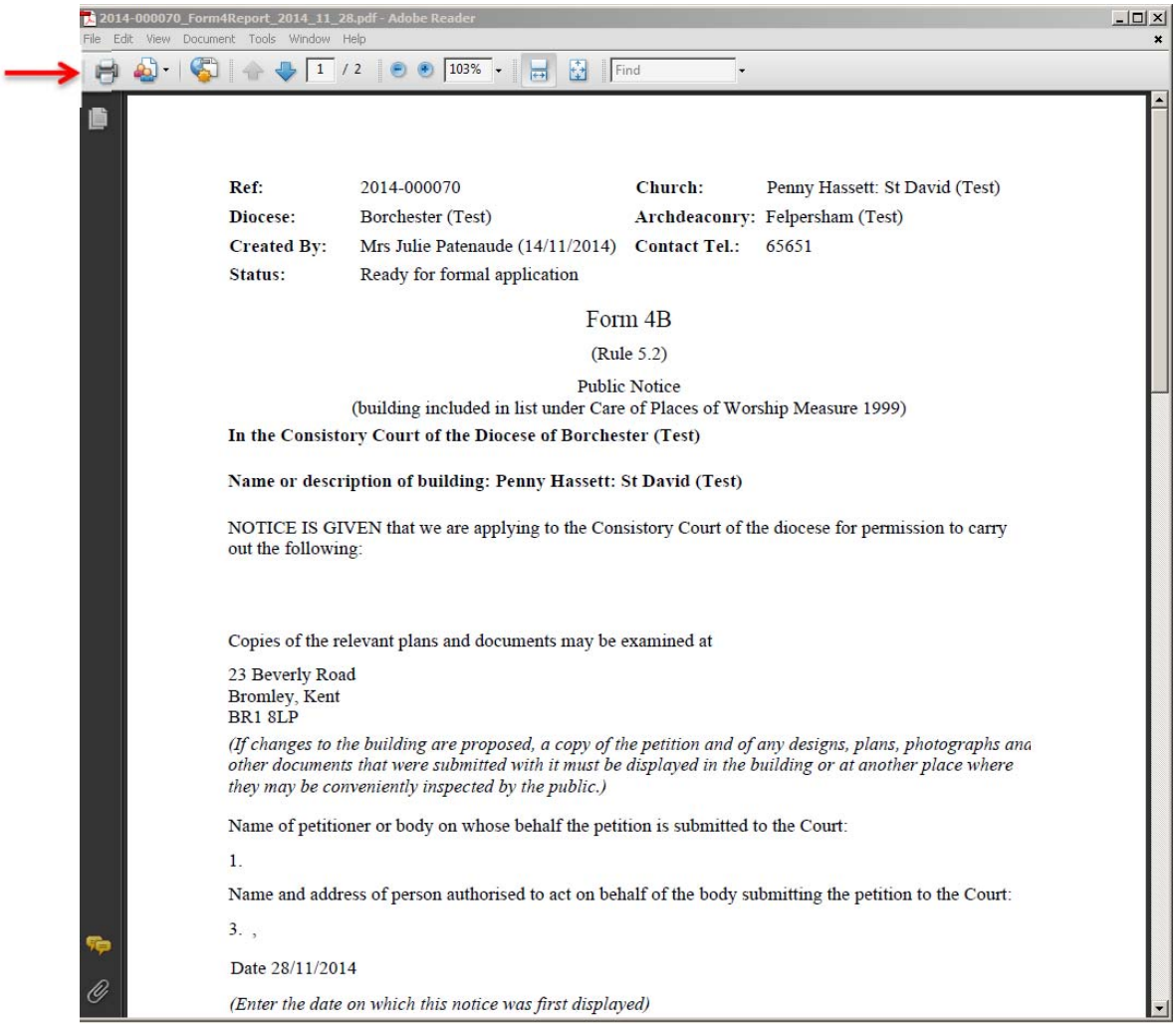
8. Click **Open as PDF for printing**

*Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by click this link http://get.adobe.com/uk/reader/


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.
Open as PDF for printing
Return to application details
1 of 2
100%
Find | Next
Ref: 2014-000070
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (14/11/2014)
Contact Tel.: 65651
Status: Ready for formal application
Form 4B
(Rule 5.2)
Public Notice
(building included in list under Care of Places of Worship Measure 1999)
In the Consistory Court of the Diocese of Borchester (Test)
Name or description of building: Penny Hassett: St David (Test)
NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:
Copies of the relevant plans and documents may be examined at
23 Beverly Road
Bromley, Kent
BR1 8LP
(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)
Name of petitioner or body on whose behalf the petition is submitted to the Court:
1.
Name and address of person authorised to act on behalf of the body submitting the petition to the Court:

9. The Public Notice form will open as a PDF. Click **Print**

   *Please note this process might be slightly different according to individual computers and operating systems.


2014-000070_Form4Report_2014_11_28.pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 2
103%
Find
Ref: 2014-000070
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (14/11/2014)
Contact Tel.: 65651
Status: Ready for formal application
Form 4B
(Rule 5.2)
Public Notice
(building included in list under Care of Places of Worship Measure 1999)
In the Consistory Court of the Diocese of Borchester (Test)
Name or description of building: Penny Hassett: St David (Test)
NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:
Copies of the relevant plans and documents may be examined at
23 Beverly Road
Bromley, Kent
BR1 8LP
(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)
Name of petitioner or body on whose behalf the petition is submitted to the Court:
1.
Name and address of person authorised to act on behalf of the body submitting the petition to the Court:
3. ,
Date 28/11/2014
(Enter the date on which this notice was first displayed)

Do not forget to click **submit** to send the application to the Registrar.

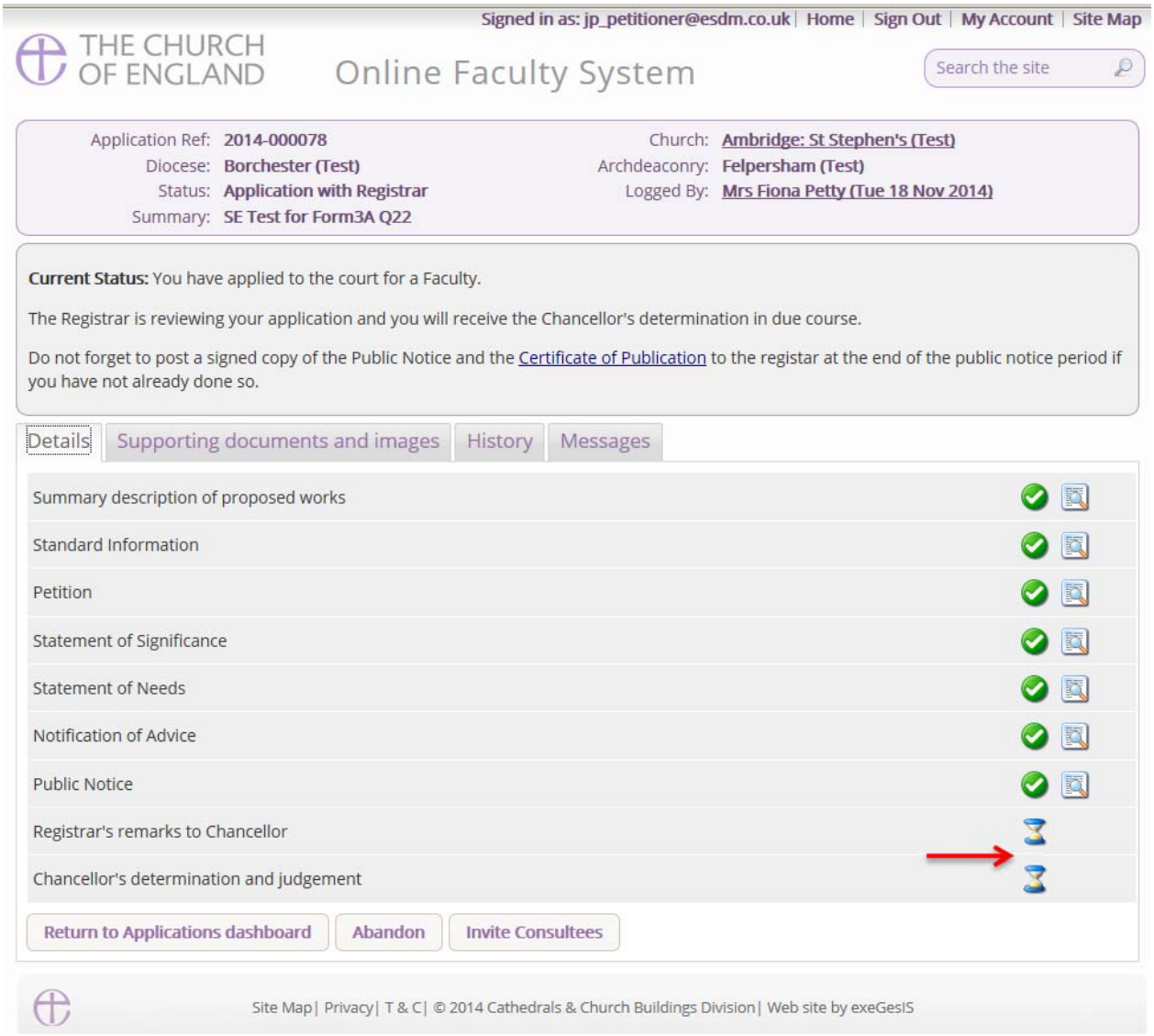
The Online Faculty System will automatically send the applicant and the DAC an email at the end of the public notice period.

Do not forget to take down the Public Notice form, remove and fill in the Certificate of Publication, and post it to the Diocesan Registry at the end of the public notice period.

Monitoring the Progress of a Faculty Application

You can easily monitor the progress of a faculty application while it is being assessed by the Registrar and Chancellor.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Active Cases** (see page 22)
3. Find the **Status** icons on the Registrar's remarks and Chancellor's determination forms.


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000078
Diocese: Borchester (Test)
Status: Application with Registrar
Summary: SE Test for Form3A Q22
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Tue 18 Nov 2014)
Current Status: You have applied to the court for a Faculty.
The Registrar is reviewing your application and you will receive the Chancellor's determination in due course.
Do not forget to post a signed copy of the Public Notice and the Certificate of Publication to the registar at the end of the public notice period if you have not already done so.
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
Notification of Advice
Public Notice
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Return to Applications dashboard
Abandon
Invite Consultees
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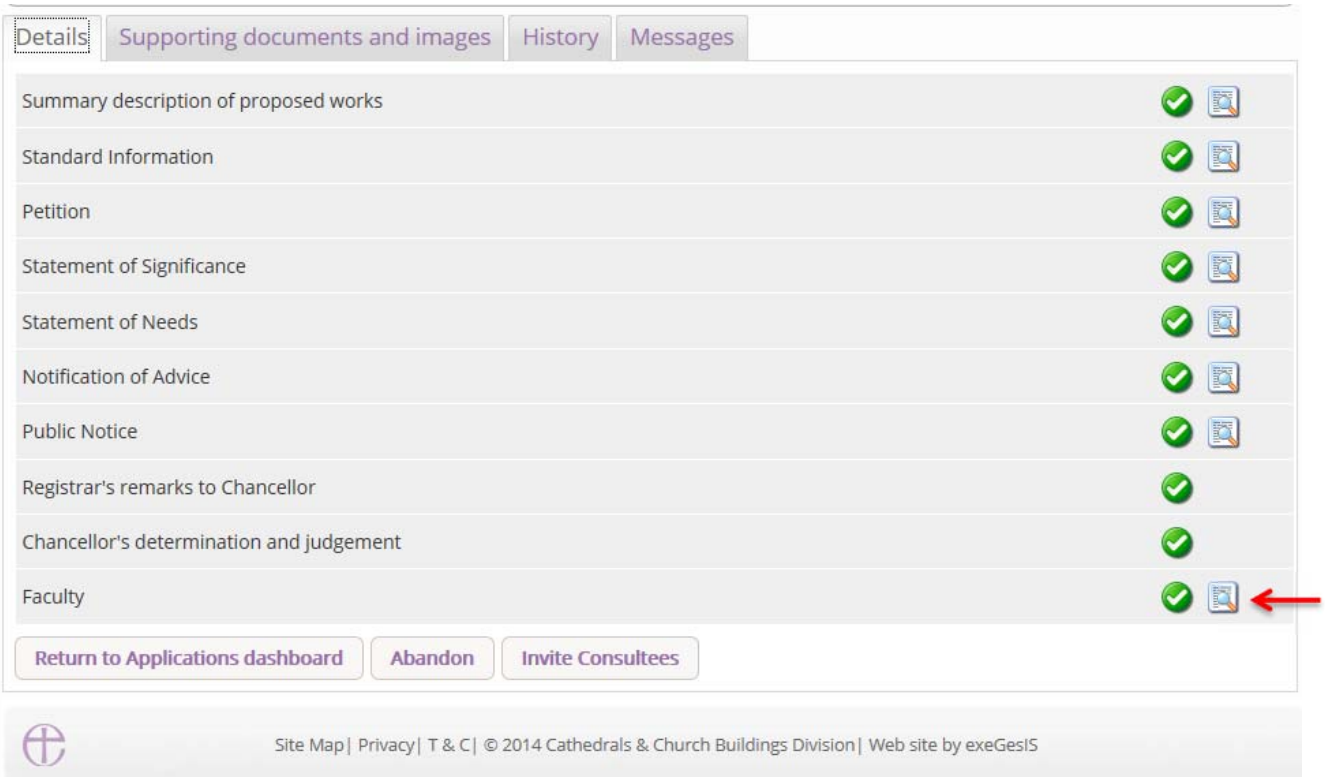
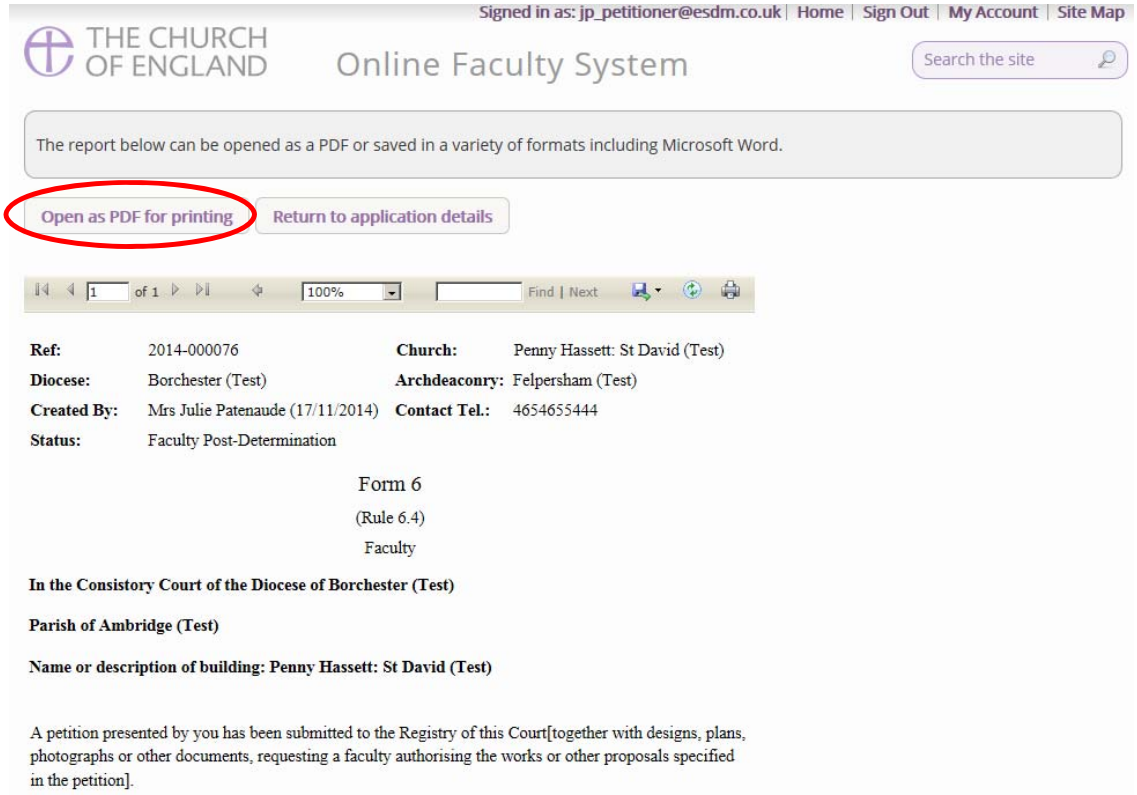
Faculty Approved

In cases where the Chancellor approves the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

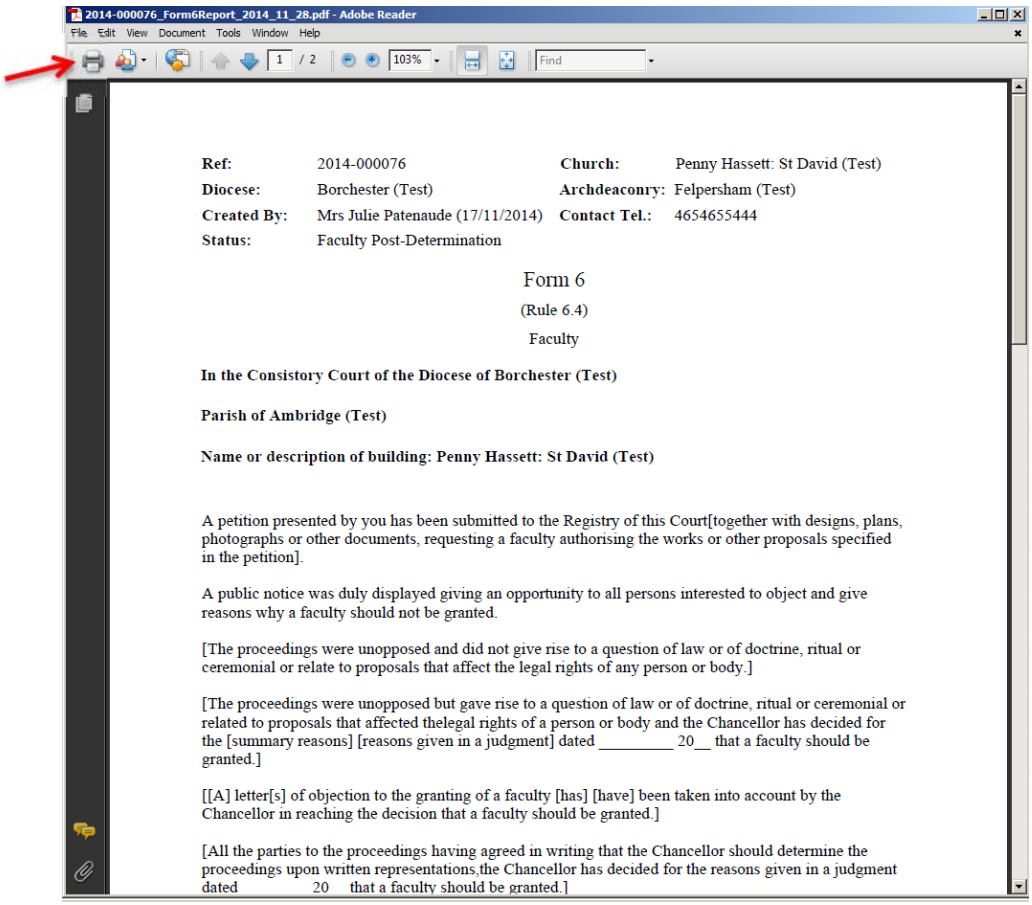
1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases** (see page 22)
3. Click the **View** icon on the Faculty Form



4. Click **Open as PDF for printing**


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.
Open as PDF for printing
Return to application details
1 of 1
100%
Find | Next
Ref: 2014-000076
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014)
Contact Tel.: 4654655444
Status: Faculty Post-Determination
Form 6
(Rule 6.4)
Faculty
In the Consistory Court of the Diocese of Borchester (Test)
Parish of Ambridge (Test)
Name or description of building: Penny Hassett: St David (Test)
A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

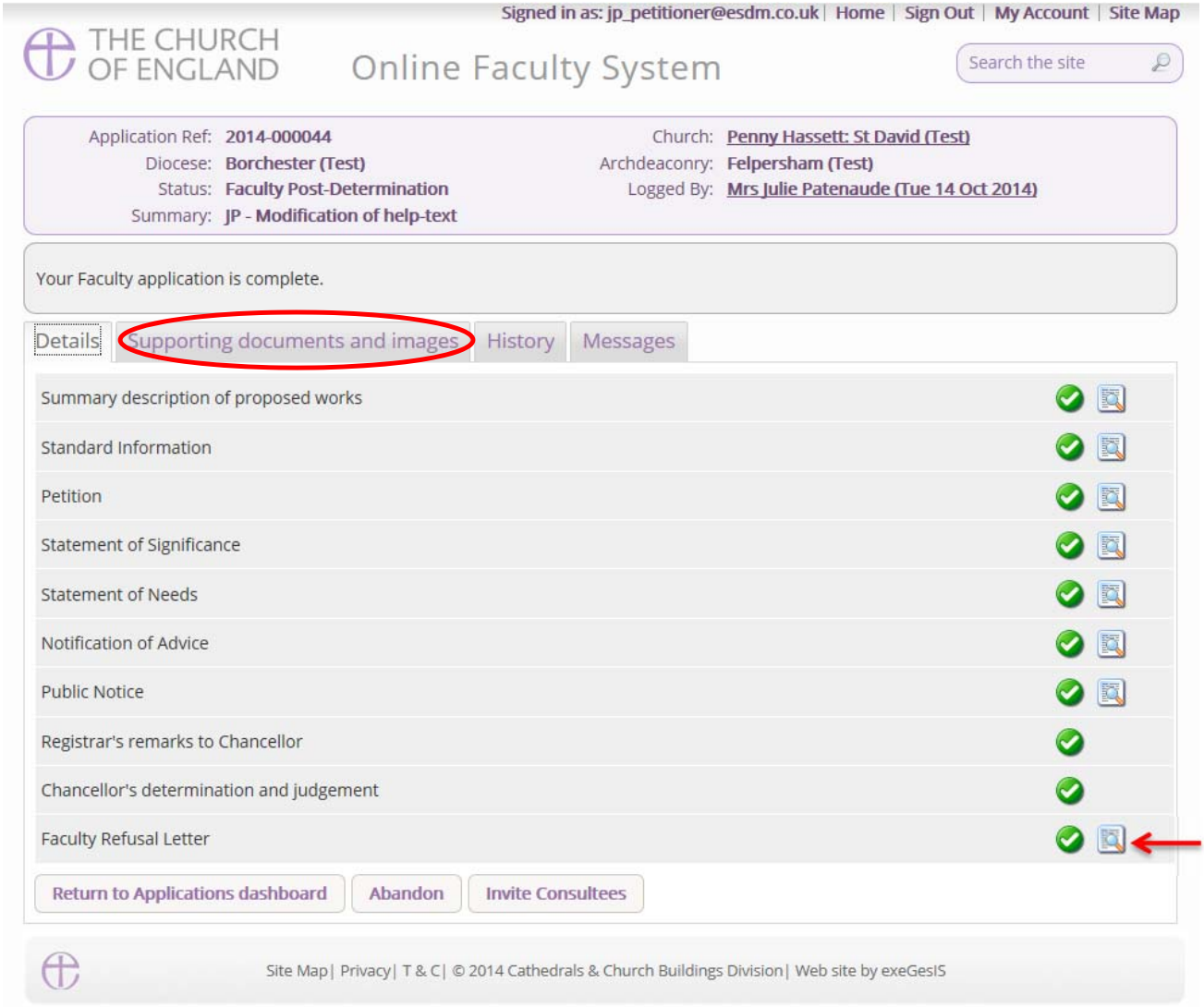
5. Click **Print**


2014-000076_Form6Report_2014_11_28.pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 2
103%
Find
Ref: 2014-000076
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014)
Contact Tel.: 4654655444
Status: Faculty Post-Determination
Form 6
(Rule 6.4)
Faculty
In the Consistory Court of the Diocese of Borchester (Test)
Parish of Ambridge (Test)
Name or description of building: Penny Hassett: St David (Test)
A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].
A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.
[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]
[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected thelegal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated _____ 20__ that a faculty should be granted.]
[[A] letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]
[All the parties to the proceedings having agreed in writing that the Chancellor should determine the proceedings upon written representations,the Chancellor has decided for the reasons given in a judgment dated 20 that a faculty should be granted.]

Faculty Refused

In cases where the Chancellor refuses the faculty application, the Registrar will contact the applicant and the DAC through the Online Faculty System to inform them of the decision.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Archived Cases** (see page 22)
3. Click the **View** icon on the Faculty Refusal Letter to read the Registrar's comments
4. Go to the **Supporting documents and Images** Tab to find the Chancellor's judgement


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000044
Diocese: Borchester (Test)
Status: Faculty Post-Determination
Summary: JP - Modification of help-text
Church: Penny Hassett: St David (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Tue 14 Oct 2014)
Your Faculty application is complete.
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
Notification of Advice
Public Notice
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Faculty Refusal Letter
Return to Applications dashboard
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Getting Help

If you have any problems navigating the Online Faculty System, please read the Frequently Asked Questions section on the website.

If you cannot find an answer to your question, are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Project Officer at the CCB:

julie.patenaude@churchofengland.org

020 7898 1860

or click on https://facultyonline.churchofengland.org/contact